



# **Office of Public Accountability**

## **Fiscal Year 2017 Budget Request and Presentation**

**As of March 2016**

Distribution:

Committee on Appropriations and Adjudication  
Office of Finance and Budget  
Office of the Governor  
Bureau of Budget and Management Research



OFFICE OF PUBLIC ACCOUNTABILITY  
Doris Flores Brooks, CPA, CGFM  
Public Auditor

March 1, 2016

Honorable Benjamin J.F. Cruz  
Chairman, Committee on Appropriations and Adjudication  
33<sup>rd</sup> Guam Legislature  
Suite 107, 155 Hesler Place  
Hagatna, Guam 96910

Subject: FY 2017 Budget Request

Dear Vice Speaker Cruz and Committee Members,

The Office of Public Accountability (OPA) is pleased to present our FY 2017 budget request of \$1,459,230, which is a modest 5% increase from our FY 2016 appropriation of \$1,389,743. We anticipate a \$60 thousand increase in salaries and benefits for the implementation of OPA's Compensation Study salary rates, which would be absorbed by the personnel lapse carryover from FY 2016.

The attached power point presentation provides the details of OPA's accomplishments for this past year and outlines OPA's audit and procurement appeals plans to achieve our future outlook goals. As part of OPA's FY 2017 proposal, we respectfully request that the Legislature:

- Approve OPA's lump sum budget of \$1,459,230 to allow for flexibility;
- Approve OPA's new positions pursuant to the OPA Compensation Study, if no action has been taken by DOA by our budget hearing date;
- Approve a salary adjustment for the Public Auditor;
- Approve the carry-over of lapses from FY 2016 into the FY 2017 budget appropriation;
- Continue to give OPA the same privilege given to other elected offices and the Judiciary and be exempted from BBMR allotment control in FY 2017; and
- Amend legislation to instead require the audio files be posted on the website of the agency with the Board or Commission and only have the link to the audio files to be posted on the OPA website.

Si Yu'os Ma'ase.

*Senseramente,*

Doris Flores Brooks, CPA CGFM  
Public Auditor

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH  
FISCAL YEAR 2017  
BUDGET DOCUMENT CHECKLIST**

**Department/Agency:** Office of Public Accountability  
**Division/Program:** Office of Public Accountability

**Date Received by BBMR:** \_\_\_\_\_  
**Date Reviewed:** \_\_\_\_\_

	<u>Department/Agency</u>		<u>BBMR</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
<u>General</u>				
Is the department/agency request within the Governor's established ceiling?	X			
Does the SUMMARY digest totals equal the totals on the detail pages?	X			
Are the required budget forms attached?				
a. Agency Budget Certification [BBMR ABC]	X			
b. Agency Narrative Form [BBMR AN-N1]	X			
c. Decision Package [BBMR DP-1]	X			
d. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]	X			
e. FY 2017 (Proposed) Agency Staffing Pattern [BBMR SP-1] - <b>All Fund Sources</b>	X			
f. FY 2016 (Current) Agency Staffing Pattern [BBMR SP-1] - <b>All Fund Sources</b>	X			
g. Federal Program Inventory Form [BBMR FP-1]	X			
h. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	X			
i. Prior Year Obligation Form [BBMR PYO-1]	X			
Are the E-Files attached for all budget forms?	X			
I. Agency Budget Certification [BBMR ABC]				
1. Is the budget certified as to its accuracy and BBMR requirements.	X			
II. Agency Narrative Form [BBMR AN-N1]				
1. Is the mission statement correct and consistent with the department/agency's enabling act?	X			
2. Are the goals and objectives correct and consistent with the department/agency's mission?	X			
III. Decision Package [BBMR DP-1]				
1. Is activity description correct?	X			
2. Is major objective correct?	X			
3. Are short term goals correct?	X			
4. Is workload output reflected correctly?	X			
IV. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED]				
A.) Budget Digest Form [BBMR BD-1]				
<u>Personnel Services</u>				
1. Are figures reflected consistent with the attached staffing pattern(s)?	X			
2. Are amounts reflected in each column accurate?	X			
3. Are computations correct?	X			
<u>Operations</u>				
1. Are the amounts reflected under columns, "Governor's Request," for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A - REVISED)?	X			
2. Are amounts reflected in each column accurate?	X			
3. Are computations correct?	X			
<u>Utilities</u>				
Are amounts reflected in each column correct?	X			
<u>Capital Outlay</u>				
Are amounts reflected under columns, "Governor's Request," consistent with schedule F as detailed in the budget digest subform, [BBMR 96A - REVISED]?	X			
<u>Full Time Equivalencies (FTEs)</u>				
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	X			

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH  
FISCAL YEAR 2017  
BUDGET DOCUMENT CHECKLIST**

**Department/Agency:** Office of Public Accountability  
**Division/Program:** Office of Public Accountability

**Date Received by BBMR:** \_\_\_\_\_  
**Date Reviewed:** \_\_\_\_\_

	<u>Department/Agency</u>		<u>BBMR</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
<b>B.) Off-Island Travel Form [BBMR TA-1] (Schedule A)</b>				
1. Is the purpose/justification for travel defined?	<u>X</u>	_____	_____	_____
2. Is/Are the travel date(s) and number of travelers reflected?	<u>X</u>	_____	_____	_____
3. Is/Are the position title(s) of the traveler(s) reflected?	<u>X</u>	_____	_____	_____
4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?	<u>X</u>	_____	_____	_____
<b>C.) Operations Schedules Form [BBMR 96A - REVISED] (Schedules B~F)</b>				
1. Are "Items" under schedules B - F listed in <u>detail</u> ?	<u>X</u>	_____	_____	_____
2. Is the "Quantity" and "Unit Price" under schedules B - F reflected for respective items?	<u>X</u>	_____	_____	_____
3. Are corresponding FY 2016 authorized levels under schedules B - F indicated?	<u>X</u>	_____	_____	_____
<b>V. Agency Staffing Pattern Forms [BBMR SP-1]</b>				
1. Are position titles correct?	<u>X</u>	_____	_____	_____
2. Are all LTA and Temp. positions properly identified?	<u>X</u>	_____	_____	_____
3. Are position numbers reflected?	<u>X</u>	_____	_____	_____
4. Are the salary levels consistent with the Government of Guam Competitive Wage Act of 2014 and/or Public Safety and Law Enforcement Pay Schedule (40%)?	<u>X</u>	_____	_____	_____
5. Are filled positions funded?	<u>X</u>	_____	_____	_____
6. Are increment amounts reflected?	<u>X</u>	_____	_____	_____
7. Are rates reflected under "Benefits" correct?	<u>X</u>	_____	_____	_____
8. Are computations correct?	<u>X</u>	_____	_____	_____
<b>VI. Federal Program Inventory Form [BBMR FP-1]</b>				
Is the form complete and accurate?	<u>X</u>	_____	_____	_____
<b>VII. Equipment/Capital Listing &amp; Space Requirement Form [BBMR EL-1]</b>				
1. Is the description of the equipment and/or capital item(s) detail?	<u>X</u>	_____	_____	_____
2. Is the "quantity" and "percentage of use" reflected?	<u>X</u>	_____	_____	_____
3. Are space requirements descriptive and total space reflected and accurate?	<u>X</u>	_____	_____	_____
<b>VIII. Prior Year Obligation Form [BBMR PYO-1]</b>				
	<u>X</u>	_____	_____	_____

**CERTIFIED AS TO COMPLETENESS AND ACCURACY**

**DEPARTMENT:** Rmaguano  
**Prepared By:** RODALYN GERARDO, Audit Supervisor  
03/01/2016  
Date  
**Approved By:** DORIS FLORES BROOKS, Public Auditor  
(Signature of Dept/Agency Head)  
3/1/16  
Date

**BBMR ACTION:**  
**Recommendation**  
 Approval  
 Disapproval  
\_\_\_\_\_  
Analyst  
\_\_\_\_\_  
Date

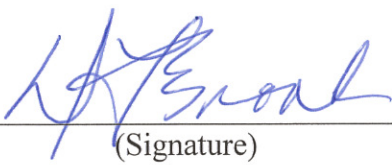
**Government of Guam  
Fiscal Year 2017**

Agency Budget Certification

Agency: Office of Public Accountability

Agency Head: Doris Flores Brooks, Public Auditor

I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the **BBMR requirements** is not met and/or if there are **inaccuracies** contained therein.

Agency Head:   
(Signature)

Date: 3/1/2016

**Government of Guam  
Fiscal Year 2017 Budget  
Department / Agency Narrative**

**FUNCTION:**            **Office of Public Accountability (Audit & Procurement Appeals)**

**DEPT. / AGENCY:** **Office of Public Accountability**

**\*\* Please see Power Point Presentation for Complete Narrative Details \*\***

**MISSION STATEMENT:**

To ensure the public trust and assure good governance, we conduct audits and administer procurement appeals, independently, impartially, and with integrity.

**VISION STATEMENT:**

Guam is the model for good governance in the Pacific.

Guam OPA is a model robust audit office.

**GOALS AND OBJECTIVES:**

To ensure the public trust and assure good governance, we will:

- **Protect the independence of the OPA;**
- **Deliver impactful, reliable, and quality reports;**
- **Recruit and retain qualified staff; and**
- **Increase public knowledge and trust of OPA's mission, work and impact.**

**CORE VALUES:**

- **Objectivity: To have an independent and impartial mind.**
- **Professionalism: To adhere to ethical and professional standards.**
- **Accountability: To be responsible and transparent in our actions.**



Government of Guam  
Fiscal Year 2017  
Budget Digest

[BBMR BD-1]

Function:  
Department/Agency: OFFICE OF PUBLIC ACCOUNTABILITY  
Program:

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances	FY 2016 Authorized Level	FY 2017 Governor's Request	FY 2015 Expenditures & Encumbrances (A + D + G)	FY 2016 Authorized Level (B + E + H)	FY 2017 Governor's Request (C + F + I)
<b>PERSONNEL SERVICES</b>													
111	Regular Salaries/Increments/Special Pay:	641,737	755,384	913,193	0	0	0	0	0	0	641,737	755,384	913,193
112	Overtime:		0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	231,189	288,961	334,966	0	0	0	0	0	0	231,189	288,961	334,966
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$872,926</b>	<b>\$1,044,345</b>	<b>\$1,248,159</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$872,926</b>	<b>\$1,044,345</b>	<b>\$1,248,159</b>
<b>OPERATIONS</b>													
220	TRAVEL- Off-Island/Local Mileage Reimburs:	14,501	17,800	15,000	0	0	0	0	0	0	14,501	17,800	15,000
230	CONTRACTUAL SERVICES:	175,798	160,255	180,355	0	0	0	0	0	0	175,798	160,255	180,355
233	OFFICE SPACE RENTAL:	107,723	115,943	120,971	0	0	0	0	0	0	107,723	115,943	120,971
240	SUPPLIES & MATERIALS:	5,994	7,200	7,200	0	0	0	0	0	0	5,994	7,200	7,200
250	EQUIPMENT:	81,416	36,700	27,200	0	0	0	0	0	0	81,416	36,700	27,200
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	160	0	0	0	0	0	0	0	0	160	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	6,501	4,500	4,660	0	0	0	0	0	0	6,501	4,500	4,660
<b>TOTAL OPERATIONS</b>		<b>\$392,093</b>	<b>\$342,398</b>	<b>\$355,386</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$392,093</b>	<b>\$342,398</b>	<b>\$355,386</b>
<b>UTILITIES</b>													
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	2,914	3,000	3,000	0	0	0	0	0	0	2,914	3,000	3,000
<b>TOTAL UTILITIES</b>		<b>\$2,914</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,914</b>	<b>\$3,000</b>	<b>\$3,000</b>
450	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL APPROPRIATIONS</b>		<b>\$1,267,933</b>	<b>\$1,389,743</b>	<b>\$1,606,544</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,267,933</b>	<b>\$1,389,743</b>	<b>\$1,606,544</b>
1/ Specify Fund Source(s)													
<b>FULL TIME EQUIVALENCIES (FTEs)</b>													
UNCLASSIFIED:		4	4	4	0	0	0	0	0	0	4	4	4
CLASSIFIED:		9	10	14	0	0	0	0	0	0	9	10	14
<b>TOTAL FTEs</b>		<b>2.00</b>	<b>14.00</b>	<b>18.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13.00</b>	<b>14.00</b>	<b>18.00</b>

**NOTES:**

- OPA had personnel lapses of \$222,108 from FY 2015 and authorized by P.L. 33-66 Ch. IX, Part I, Section 2. However, this amount was not included in the salary levels presented for FY 2016.
- Although OPA is estimating that it would need \$1,606,545, it is only requesting a modest 5% or \$69,487 increase from its FY 2016 budget for a total of \$1,459,230.



Schedule A - Off-Island Travel

Department/Agency: Office of Public Accountability

Division: Office of Public Accountability

Program: Office of Public Accountability

Purpose / Justification for Travel				
To attend the National State Auditor Association (NSAA) Annual Conference and the Association of Certified Fraud Examiners (ACFE) Conference held in the summer of each year.				
Travel Date: <u>Summer 2017</u>		No. of Travelers: <u>1</u> 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Public Auditor (NASACT/NSAA)	\$ 2,000.00	\$ 1,400.00	\$ 900.00	\$ 4,300.00
Public Auditor (ACFE)	\$ 1,800.00	\$ 1,400.00	\$ 1,000.00	\$ 4,200.00

Purpose / Justification for Travel				
To attend the Government Finance Officers Association (GFOA) and the Association of the Pacific Island Public Auditors (APIPA) Annual Conferences held in the summer of each year.				
Travel Date: <u>Summer 2017</u>		No. of Travelers: <u>1</u> 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Public Auditor (GFOA)	\$ 1,800.00	\$ 1,300.00	\$ 900.00	\$ 4,000.00
Public Auditor (APIPA)	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 2,500.00

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

## Schedule B - Contractual

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
Website Hosting & Maintenance	12	\$1,050.00	\$ 12,600.00	\$ 12,600.00	\$ -
OPA Consulting Services	12	\$1,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
Audit Fee- MCOG NAF Attestation Service (FY16 Report)	1	\$40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -
OPA Legal Services	1	\$15,000.00	\$ 15,000.00	\$ 14,400.00	\$ 600.00
Hearing Officers	12	\$6,250.00	\$ 75,000.00	\$ 60,000.00	\$ 15,000.00
OPA Copier Lease, Maintenance & Supply Plan	12	\$425.00	\$ 5,100.00	\$ 5,100.00	\$ -
Professional Publications & Subscription	3	\$385.00	\$ 1,155.00	\$ 1,155.00	\$ -
Professional Association Memberships	30	\$300.00	\$ 9,000.00	\$ 7,500.00	\$ 1,500.00
TeamMate Annual Maintenance Fee	1	\$10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Vehicle Maintenance	1	\$500.00	\$ 500.00	\$ -	\$ 500.00
<b>Total Contractual</b>			\$ 180,355.00	\$ 152,755.00	\$ 27,600.00

## Schedule C - Supplies &amp; Materials

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
General Office Supplies	12	\$600.00	\$ 7,200.00	\$ 7,200.00	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Supplies &amp; Materials</b>			\$ 7,200.00	\$ 7,200.00	\$ -

## Schedule D - Equipment

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
Laptop Computers	5	\$900.00	\$ 4,500.00	\$ 4,500.00	\$ -
Monitors	6	\$150.00	\$ 900.00	\$ -	\$ 900.00
Additional TeamMate Licenses	5	\$3,800.00	\$ 19,000.00	\$ -	\$ 19,000.00
MS Office Software	5	\$200.00	\$ 1,000.00	\$ -	\$ 1,000.00
Adobe Acrobat	5	\$200.00	\$ 1,000.00	\$ -	\$ 1,000.00
Battery Back-Ups	8	\$100.00	\$ 800.00	\$ -	\$ 800.00
<b>Total Equipment</b>			\$ 27,200.00	\$ 4,500.00	\$ 22,700.00

## Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
Print Advertisement	4	\$600.00	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00
Others	1	\$2,100.00	\$ 2,100.00	\$ 3,300.00	\$ (1,200.00)
Drug Testing	4	\$40.00	\$ 160.00	\$ -	\$ 160.00
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Miscellaneous</b>			\$ 4,660.00	\$ 4,500.00	\$ 160.00

## Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2017 Request	FY 2016 Authorized	Variance Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -

Government of Guam  
 Fiscal Year 2017  
 Agency Staffing Pattern  
 (PROPOSED)

FUNCTIONAL AREA:

DEPARTMENT/AGENCY:

PROGRAM: SUMMARY

FUND: General Fund

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title 1/	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 27.67%) 1/	Retire (DDI) (\$19.01*26PP) 2/	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 3/				
			GENERAL FUND																
1	----	GF DIVISION #1	----	----	\$867,758	\$0	\$32,941	----	\$12,494	\$913,193	\$252,679	\$8,168	\$0	\$13,240	\$3,115	\$53,434	\$4,330	\$334,966	\$1,248,159
2	----	GF DIVISION #2	----	----	0	0	0	----	0	0	0	0	0	0	0	0	0	0	0
3	----	GF DIVISION #3	----	----	0	0	0	----	0	0	0	0	0	0	0	0	0	0	0
4	----	GF DIVISION #4	----	----	0	0	0	----	0	0	0	0	0	0	0	0	0	0	0
5	----	GF DIVISION #5	----	----	0	0	0	----	0	0	0	0	0	0	0	0	0	0	0
6	----																		
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16	----																		
17	----																		
18	----																		
19	----																		
20	----																		
			GRAND TOTAL	----	\$867,758	\$0	\$32,941	----	\$12,494	\$913,193	\$252,679	\$8,168	\$0	\$13,240	\$3,115	\$53,434	\$4,330	\$334,966	\$1,248,159

\* Night Differential / Hazardous / Worker's Compensation / etc.  
 1/ FY 2017 (Proposed) GovGuam contribution rate of 27.67% for the Government of Guam Retirement is subject to change.  
 2/ FY 2017 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.  
 3/ FY 2015 (Proposed) GovGuam contribution rate of \$178 (per annum) for Life Insurance is subject to change.

**Government of Guam  
Fiscal Year 2017  
Agency Staffing Pattern  
(PROPOSED)**

[BBMR SP-1]

FUNCTIONAL AREA: OFFICE OF PUBLIC ACCOUNTABILITY  
DEPARTMENT/AGENCY: OFFICE OF PUBLIC ACCOUNTABILITY  
PROGRAM: OFFICE OF PUBLIC ACCOUNTABILITY  
FUND: GENERAL FUND

Input by Department										Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title 1/	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment/Adjustment		(E+F+G+I) Subtotal	Retirement (I * 27.67%) 2/	Retire (DDI) (\$19.01*26PP) 3/	Social Security (6.2% * J)	Benefits			Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.					Medicare (1.45% * J)	Life 4/					
1	1	Public Auditor	Doris Flores Brooks	PA-01	\$100,000	\$0	\$0		\$0	\$100,000	\$27,670	\$0	\$0	\$1,450	\$178	\$1,924	\$240	\$31,462	\$131,462	
2	2	Administrative Officer	Marisol M. Andrade	K-05	39,350	0	0	9/14/2017	124	39,474	10,922	495	0	572	178	3,940	240	16,347	55,821	
3	3	Special Assistant	Rodalyn May A. Gerardo	R-07	82,029	0	12,304	1/5/2017	1,952	96,285	26,642	495	0	1,396	178	1,404	224	30,339	126,624	
4	4	Auditor II	Jerrick J.J.G. Hernandez	M-04	45,574	0	0	4/6/2017	864	46,438	12,849	495	0	673	178	1,404	224	15,823	62,261	
5	5	Deputy Public Auditor	Yukari B. Hechanova	M-04	87,175	0	13,076	10/20/2017	2,179	102,431	28,343	495	0	1,485	178	1,924	240	32,665	135,096	
6	6	Auditor II	Clariza Mae G. Rogue	M-03	43,910	0	0	2/3/2017	1,109	45,019	12,457	495	0	653	178	1,404	224	15,411	60,430	
7	7	Auditor II	Maria Thyrsa D. Bagana	M-04	45,574	0	0	4/6/2017	864	46,438	12,849	495	0	673	178	6,510	404	21,109	67,547	
8	8	Auditor I	Andriana U. Quitugua	K-02	35,196	0	0	5/26/2017	556	35,752	9,893	495	0	518	178	0	0	11,084	46,836	
9	9	Auditor I	Christian S. Rivera	K-02	35,196	0	0	5/26/2017	556	35,752	9,893	495	0	518	178	1,404	224	12,712	48,464	
10	10	Auditor I	Amaeris V. Legaspi	K-02	35,196	0	0	6/8/2017	445	35,641	9,862	495	0	517	178	3,940	0	14,992	50,633	
11	11	Auditor III	Vacant (Funded)	N-01	45,014	0	0	4/1/2017	853	45,867	12,691	495	0	665	178	6,510	404	20,943	66,810	
12	12	Auditor I	Edlyn M. Dalisay	K-01	33,911	0	0	1/25/2017	964	34,875	9,650	495	0	506	178	2,583	224	13,636	48,511	
13	13	Auditor II	Vacant	M-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	14	Auditor II	Vacant (Partially Funded)	M-01	20,381	0	0	4/1/2018	0	20,381	5,639	248	0	296	89	3,255	202	9,729	30,110	
15	15	Executive Secretary	Llewelyn R. Terlaje	Q-07	75,602	0	7,560	12/1/2017	0	83,162	23,011	495	0	1,206	178	1,404	224	26,518	109,680	
16	16	Auditor I	Vacant (Funded)	K-01	33,911	0	0	4/1/2017	535	34,446	9,531	495	0	499	178	6,510	404	17,617	52,063	
17	17	Auditor II	Vacant	M-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18	18	Auditor I	Ashley A. Gaerlan	K-04	37,914	0	0	6/10/2017	479	38,393	10,623	495	0	557	178	1,404	224	13,481	51,874	
19	19	Auditor I	Michele S. Brillante	K-04	37,914	0	0	6/17/2017	479	38,393	10,623	495	0	557	178	1,404	224	13,481	51,874	
20	20	Auditor I	Vacant (Funded)	K-01	33,911	0	0	4/1/2017	535	34,446	9,531	495	0	499	178	6,510	404	17,617	52,063	
21	21	Auditor I	Vacant	K-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22	22	Auditor III	Vacant	N-01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
24					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
25					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total:				----	\$867,758	\$0	\$32,941	----	\$12,494	\$913,193	\$252,679	\$8,168	\$0	\$13,240	\$3,115	\$53,434	\$4,330	\$334,966	\$1,248,159	

\* Certification Pay per P.L. 33-18.

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)

2/ FY 2017 (Proposed) GovGuam contribution rate of 27.67% for the Government of Guam Retirement is subject to change

3/ FY 2017 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change

4/ FY 2017 (Proposed) GovGuam contribution rate of \$178 (per annum) for Life Insurance is subject to change

Government of Guam  
Fiscal Year 2017  
Agency Staffing Pattern  
(PROPOSED)

[BBMR SP-1]

Input by Department											
Special Pay Categories											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	(E)-(J) Special Pay Categories						(K) D+E+F+G+H+I+J Subtotal
					1/ Night Differential Pay 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 15%	
1	1	Public Auditor	Doris Flores Brooks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Administrative Officer	Marisol M. Andrade	0	0	0	0	0	0	0	0
3	3	Special Assistant	Rodalyn May A. Gerardo	0	0	0	0	0	0	0	0
4	4	Auditor II	Jerrick J.G. Hernandez	0	0	0	0	0	0	0	0
5	5	Deputy Public Auditor	Yukari B. Hechanova	0	0	0	0	0	0	0	0
6	6	Auditor II	Clariza Mae G. Roque	0	0	0	0	0	0	0	0
7	7	Auditor II	Maria Thyrsa D. Bagana	0	0	0	0	0	0	0	0
8	8	Auditor I	Andriana U. Quitugua	0	0	0	0	0	0	0	0
9	9	Auditor I	Christian S. Rivera	0	0	0	0	0	0	0	0
10	10	Auditor I	Amacris V. Legaspi	0	0	0	0	0	0	0	0
11	11	Auditor III	Vacant (Funded)	0	0	0	0	0	0	0	0
12	12	Auditor I	Edlyn M. Dalisay	0	0	0	0	0	0	0	0
13	13	Auditor II	Vacant	0	0	0	0	0	0	0	0
14	14	Auditor II	Vacant (Partially Funded)	0	0	0	0	0	0	0	0
15	15	Executive Secretary	Llewelyn R. Terlaje	0	0	0	0	0	0	0	0
16	16	Auditor I	Vacant (Funded)	0	0	0	0	0	0	0	0
17	17	Auditor II	Vacant	0	0	0	0	0	0	0	0
18	18	Auditor I	Ashley A. Gaerlan	0	0	0	0	0	0	0	0
19	19	Auditor I	Michele S. Brillante	0	0	0	0	0	0	0	0
20	20	Auditor I	Vacant (Funded)	0	0	0	0	0	0	0	0
21	21	Auditor I	Vacant	0	0	0	0	0	0	0	0
22	22	Auditor III	Vacant	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam  
Fiscal Year 2016  
Agency Staffing Pattern  
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY:

PROGRAM: SUMMARY

FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special * 2/	Increment		(E+F+G+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 28.16%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 1/				
1	----	GF DIVISION #1	----	----	\$762,301	\$0	\$32,338	----	\$7,989	\$802,628	\$226,019	\$6,967	\$0	\$11,639	\$2,702	\$38,832	\$2,902	\$289,060	\$1,091,689
2	----	GF DIVISION #2	----	----	0	0	0	----	0	0	0	0	0	0	0	0	0	0	0
3	----	GF DIVISION #3	----	----	0	0	0	----	0	0	0	0	0	0	0	0	0	0	0
4	----	GF DIVISION #4	----	----	0	0	0	----	0	0	0	0	0	0	0	0	0	0	0
5	----	GF DIVISION #5	----	----	0	0	0	----	0	0	0	0	0	0	0	0	0	0	0
6	----																		
7	----																		
8	----																		
9	----																		
10	----																		
11	----																		
12	----																		
13	----																		
14	----																		
15	----																		
16	----																		
17	----																		
18	----																		
19	----																		
20	----																		
			Grand Total:	----	\$762,301	\$0	\$32,338	----	\$7,989	\$802,628	\$226,019	\$6,967	\$0	\$11,639	\$2,702	\$38,832	\$2,902	\$289,060	\$1,091,689

\* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2016 GovGuam contribution for Life Insurance is \$178 per annum

2/ With certification pay, but as of 01/31/2016 not processed by DOA

**Government of Guam  
Fiscal Year 2016  
Agency Staffing Pattern  
(CURRENT w/Certification Pay)**

[BBMR SP-1]

FUNCTIONAL AREA: OFFICE OF PUBLIC ACCOUNTABILITY  
DEPARTMENT/AGENCY: OFFICE OF PUBLIC ACCOUNTABILITY  
PROGRAM: OFFICE OF PUBLIC ACCOUNTABILITY  
FUND: GENERAL FUND

As of February 2016, Certification Pay has not been processed by DOA.

Input by Department										Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)		(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title 1/	Name of Incumbent	Grade / Step	Salary	Overtime	Special * 3/	Increment		(E+F+G+I) Subtotal	Retirement (J * 28.16%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2% * J)	Benefits			Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.					Medicare (1.45% * J)	Life 2/	Life 2/				
1	1	Public Auditor	Doris Flores Brooks	PA-01	\$100,000	\$0	\$0		\$0	\$100,000	\$28,160	\$0	\$0	\$1,450	\$178	\$1,924	\$239	\$31,951	\$131,951	
2	2	Administrative Officer	Marisol M. Andrade	K-04	37,914	0	0	9/14/2016	120	38,034	10,710	495	0	551	\$178	3,940	239	16,113	54,147	
3	3	Special Assistant	Rodilyn May A. Gerardo	R-07	82,029	0	12,304	1/5/2017	0	94,333	26,564	495	0	1,368	\$178	1,404	223	30,232	124,565	
4	4	Auditor II	Jerrick J.G. Hernandez	M-03	43,910	0	0	4/6/2016	832	44,742	12,599	495	0	649	\$178	1,404	223	15,548	60,290	
5	5	Deputy Public Auditor	Yukari B. Hechanova		85,000	0	12,750		2,500	100,250	28,230	495	0	1,454	\$178	1,924	239	32,520	132,770	
6	6	Auditor II	Clariza Mae G. Roque	M-02	42,307	0	0	2/3/2016	1,069	43,376	12,215	495	0	629	\$178	1,404	223	15,144	58,520	
7	7	Auditor II	Maria Thyrsa D. Bagana	M-03	43,910	0	0	4/6/2016	832	44,742	12,599	495	0	649	\$178	6,510	403	20,834	65,576	
8	8	Auditor I	Andriana U. Quitungua	K-01	33,911	0	0	5/26/2016	643	34,554	9,730	495	0	501	\$178	0	0	10,904	45,458	
9	9	Auditor I	Christian S. Rivera	K-01	33,911	0	0	5/26/2016	643	34,554	9,730	495	0	501	\$178	1,404	223	12,531	47,085	
10	10	Auditor I	Amacris V. Legaspi	K-01	33,911	0	0	6/8/2016	428	34,339	9,670	495	0	498	\$178	3,940	0	14,781	49,120	
11	11	Auditor III	Vacant (Partially Funded)	N-01	25,970	0	0		0	25,970	7,313	285	0	377	\$104	3,756	233	12,067	38,037	
12	12	Auditor I	Edlyn M. Dalisay (Partially Funded)	K-01	22,173	0	0	1/25/2017	0	22,173	6,244	323	0	322	\$134	0	0	7,023	29,196	
13	13	Auditor II	Vacant	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
14	14	Auditor II	Vacant	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
15	15	Executive Secretary	Llewelyn R. Terlaje	Q-07	75,602	0	7,284	12/1/2017	0	82,886	23,341	495	0	1,202	\$178	1,404	223	26,843	109,729	
16	16	Auditor I	Vacant (Partially Funded)	K-01	14,347	0	0		0	14,347	4,040	209	0	208	\$75	3,505	217	8,254	22,601	
17	17	Auditor II	Vacant	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
18	18	Auditor I	Ashley A. Gaerlan	K-03	36,530	0	0	6/10/2016	461	36,991	10,417	495	0	536	\$178	1,404	0	13,030	50,021	
19	19	Auditor I	Michele S. Brillante	K-03	36,530	0	0	6/17/2016	461	36,991	10,417	495	0	536	\$178	1,404	0	13,030	50,021	
20	20	Auditor I	Vacant (Partially Funded)	K-01	14,347	0	0		0	14,347	4,040	209	0	208	\$75	3,505	217	8,254	22,601	
21	21	Auditor I	Vacant	K-01	0	0	0		0	0	0	0	0	0	\$0	0	0	0	0	
22	22	Auditor III	Vacant	N-01	0	0	0		0	0	0	0	0	0	\$0	0	0	0	0	
Grand Total:				----	\$762,301	\$0	\$32,338	----	\$7,989	\$802,628	\$226,019	\$6,967	\$0	\$11,639	\$2,702	\$38,832	\$2,902	\$289,060	\$1,091,689	

- \* Night Differential / Hazardous / Worker's Compensation / etc
- 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)
- 2/ FY 2016 GovGuam contribution for Life Insurance is \$178 per annum
- 3/ With certification pay, but as of 01/31/2016 not processed by DOA





**Government of Guam  
Fiscal Year 2016  
Agency Staffing Pattern  
(CURRENT w/out Certification Pay and  
w/ Partially Funded positions we expect to fill in FY 2016)**

FUNCTIONAL AREA: OFFICE OF PUBLIC ACCOUNTABILITY  
DEPARTMENT/AGENCY: OFFICE OF PUBLIC ACCOUNTABILITY  
PROGRAM: OFFICE OF PUBLIC ACCOUNTABILITY  
FUND: GENERAL FUND

Input by Department										Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)		(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title 1/	Name of Incumbent	Grade / Step	Salary	Overtime	Special *	Increment		(E+F+G+I) Subtotal	Retirement (J * 28.16%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2% * J)	Benefits			Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.					Medicare (1.45% * J)	Life 2/					
1	1	Public Auditor	Doris Flores Brooks	PA-01	\$100,000	\$0	\$0		\$0	\$100,000	\$28,160	\$0	\$0	\$1,450	\$178	\$1,924	\$239	\$31,951	\$131,951	
2	2	Administrative Officer	Marisol M. Andrade	K-04	37,914	0	0	9/14/2016	120	38,034	10,710	495	0	551	\$178	3,940	239	16,113	54,147	
3	3	Special Assistant	Rodalyn May A. Gerardo	R-07	82,029	0	0	1/5/2016	1,952	83,981	23,649	495	0	1,218	\$178	1,404	223	27,167	111,148	
4	4	Auditor II	Jerrick J.G. Hernandez	M-03	43,910	0	0	4/6/2016	832	44,742	12,599	495	0	649	\$178	1,404	223	15,548	60,290	
5	5	Deputy Public Auditor	Yukari B. Hechanova		85,000	0	0		0	85,000	23,936	495	0	1,233	\$178	1,924	239	28,005	113,005	
6	6	Auditor II	Clariza Mae G. Roque	M-02	42,307	0	0	2/3/2016	1,069	43,376	12,215	495	0	629	\$178	1,404	223	15,144	58,520	
7	7	Auditor II	Maria Thyrza D. Bagana	M-03	43,910	0	0	4/6/2016	832	44,742	12,599	495	0	649	\$178	6,510	403	20,834	65,576	
8	8	Auditor I	Andriana U. Quitugua	K-01	33,911	0	0	5/26/2016	643	34,554	9,730	495	0	501	\$178	0	0	10,904	45,458	
9	9	Auditor I	Christian S. Rivera	K-01	33,911	0	0	5/26/2016	643	34,554	9,730	495	0	501	\$178	1,404	223	12,531	47,085	
10	10	Auditor I	Amacris V. Legaspi	K-01	33,911	0	0	6/8/2016	428	34,339	9,670	495	0	498	\$178	3,940	0	14,781	49,120	
11	11	Auditor III	Vacant (Partially Funded)	N-01	25,970	0	0		0	25,970	7,313	285	0	377	\$104	3,756	233	12,067	38,037	
12	12	Auditor I	Edlyn M. Dalisay (Partially Funded)	K-01	22,173	0	0	1/25/2017	0	22,173	6,244	323	0	322	\$134	0	0	7,023	29,196	
13	13	Auditor II	Vacant	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
14	14	Auditor II	Vacant	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
15	15	Executive Secretary	Llewelyn R. Terlaje	Q-06	72,842	0	0	12/1/2015	2,300	75,142	21,160	495	0	1,090	\$178	1,404	223	24,550	99,692	
16	16	Auditor I	Vacant (Partially Funded)	K-01	14,347	0	0		0	14,347	4,040	209	0	208	\$75	3,505	217	8,254	22,601	
17	17	Auditor II	Vacant	M-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
18	18	Auditor I	Ashley A. Gaerlan	K-03	36,530	0	0	6/10/2016	461	36,991	10,417	495	0	536	\$178	1,404	0	13,030	50,021	
19	19	Auditor I	Michele S. Brillante	K-03	36,530	0	0	6/17/2016	461	36,991	10,417	495	0	536	\$178	1,404	0	13,030	50,021	
20	20	Auditor I	Vacant (Partially Funded)	K-01	14,347	0	0		0	14,347	4,040	209	0	208	\$75	3,505	217	8,254	22,601	
21	21	Auditor I	Vacant	K-01	0	0	0		0	0	0	0	0	0	\$0	0	0	0	0	
22	22	Auditor III	Vacant	N-01	0	0	0		0	0	0	0	0	0	0	0	0	0	0	
Grand Total:				----	\$759,541	\$0	\$0	----	\$9,741	\$769,282	\$216,629	\$6,967	\$0	\$11,156	\$2,702	\$38,832	\$2,902	\$279,187	\$1,048,469	

\* Night Differential / Hazardous / Worker's Compensation / etc  
1/ Indicate "(LTA)" or "(Temp.," next to Position Title (where applicable)  
2/ FY 2016 GovGuam contribution for Life Insurance is \$178 per annum

**Government of Guam  
Fiscal Year 2016  
Agency Staffing Pattern  
(CURRENT w/out Certification Pay and  
w/ Partially Funded positions we expect to fill in FY 2016)**

Input by Department											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) Subtotal (D+E+F+G+H+I+J)
					(E) 1/ Night Differential Pay 10%	(F) 2/ Hazard 10%	(G) 3/ Hazard 8%	(H) 4/ Nurse Sunday Pay 1.5	(I) 5/ Nurse Pay 1.5	(J) 6/ EMT Pay 15%	
1	1	Public Auditor	Doris Flores Brooks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Administrative Officer	Marisol M. Andrade	0	0	0	0	0	0	0	0
3	3	Special Assistant	Rodilyn May A. Gerardo	0	0	0	0	0	0	0	0
4	4	Auditor II	Jerrick J.L.G. Hernandez	0	0	0	0	0	0	0	0
5	5	Deputy Public Auditor	Yukari B. Hechanova	0	0	0	0	0	0	0	0
6	6	Auditor II	Clariza Mae G. Roque	0	0	0	0	0	0	0	0
7	7	Auditor II	Maria Thyrsa D. Bagana	0	0	0	0	0	0	0	0
8	8	Auditor I	Andriana U. Quitugua	0	0	0	0	0	0	0	0
9	9	Auditor I	Christian S. Rivera	0	0	0	0	0	0	0	0
10	10	Auditor I	Amacris V. Legaspi	0	0	0	0	0	0	0	0
11	11	Auditor III	Vacant (Partially Funded)	0	0	0	0	0	0	0	0
12	12	Auditor I	Edlyn M. Dalisay (Partially Funded)	0	0	0	0	0	0	0	0
13	13	Auditor II	Vacant	0	0	0	0	0	0	0	0
14	14	Auditor II	Vacant	0	0	0	0	0	0	0	0
15	15	Executive Secretary	Llewelyn R. Terlaje	0	0	0	0	0	0	0	0
16	16	Auditor I	Vacant (Partially Funded)	0	0	0	0	0	0	0	0
17	17	Auditor II	Vacant	0	0	0	0	0	0	0	0
18	18	Auditor I	Ashley A. Gaerlan	0	0	0	0	0	0	0	0
19	19	Auditor I	Michele S. Brillante	0	0	0	0	0	0	0	0
20	20	Auditor I	Vacant (Partially Funded)	0	0	0	0	0	0	0	0
21	21	Auditor I	Vacant	0	0	0	0	0	0	0	0
<b>Grand Total:</b>				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay





Bureau of Budget Management Research  
 Prior Year Obligations (FY 2016 and Prior FYs)

A	B	C	D	E	F	G
Transaction/ Obligation Date	Transaction Type	Vendor	General Fund (\$)	Special Fund (\$)	Federal Fund (\$)	Reasons for Nonsubmittal or Nonpayment
** THERE ARE NO PRIOR YEAR OBLIGATIONS FOR OPA **						
<b>Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Note:

Column A: Completion date of transaction or event prior to October 1, 2016.

Column B: Transaction Type such as personnel action, contracts, etc.

Column C: Vendor or Party owed

Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.

Column G: Note item of concern.



# **Office of Public Accountability**

**FY 2017 – Budget Presentation**

**March 2016**

1



## **Overview of Agency Mandate**

- The Office of Public Accountability (OPA) was established by Public Law (P.L.) 21-122 on July 20, 1992.
- The OPA is an instrumentality of the Government of Guam (GovGuam), independent of the executive, legislative, and judicial branches.

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# OPA Strategic Plan

## “Auditing for Good Governance”

### MISSION STATEMENT

To ensure the public trust and assure good governance, we conduct audits and administer procurement appeals, independently, impartially, and with integrity.

### VISION

Guam is the model for good governance in the Pacific.  
OPA is a model robust audit office.

### GOALS & OBJECTIVES

To ensure public trust and assure good governance, we will:

- Protect the independence of the OPA;
- Deliver impactful, reliable, and quality reports;
- Recruit and retain qualified staff; and
- Increase public knowledge and trust of OPA’s mission, work, and impact.

### CORE VALUES

[O]bjectivity: To have an independent and impartial mind.  
[P]rofessionalism: To adhere to ethical and professional standards.  
[A]ccountability: To be responsible and transparent in our actions.

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Updated in 2014



## 1 GCA §1908

- The Public Auditor shall annually audit or cause to be conducted post audits of all the transactions and accounts of all departments, offices, corporations, authorities, and agencies in all branches of GovGuam.
- The Public Auditor may conduct the audit through her staff or may retain the services of an independent audit firm or organization, which shall be under the direction and supervision of the Public Auditor.

4



## 1 GCA §1909

- Conduct audits of government programs and entities to determine if goals and objectives are being achieved effectively, economically, and efficiently.
- Direct and supervise all financial and management audits conducted pursuant to §1908, so that annual audits are completed for the prior fiscal year no later than June 30.
- Submit reports to the Governor and the Legislature that include recommendations for necessary legislation to improve and to protect the integrity of the financial transactions and condition of the government.

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## 1 GCA §1909

- Report to the Attorney General (AG) of Guam for prosecution of violations of law, where such violations pertain to the expenditures of funds and property of GovGuam.
- Hear and decide all procurement appeals that arise under Title 5 of the Guam Code Annotated (GCA) §5425(c), as provided for by 5 GCA §5425(e).

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## OPA's Stakeholders

- The People of Guam
- Governor, Senators, and all Elected Officials of Guam
- All branches, departments, and instrumentalities of GovGuam
- Federal Government
- Boards and Commissions
- Private Businesses as Vendors of GovGuam

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## Future Outlook & Goals

In line with OPA's vision that Guam is the model for good governance in the Pacific, OPA also strives to be a model robust audit office. OPA will endeavor to:

- Issue performance audits to improve the accountability, transparency, effectiveness, efficiency, and economy of government programs and agencies.
- Improve the timely issuance of the government wide financial audit and its component units to 6 months after the end of the fiscal year.
  - GovGuam would join over 40 states and over 3,600 jurisdictions, cities, and counties, who issue their audits within 6 months after the fiscal year end.

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## Future Outlook & Goals

- For FY 2014, there were 9 agencies out of 23 scheduled financial audits that are able to get their financial audits completed and released within 6 months.
- Ongoing participation in the Supreme Audit Institution Performance Measurement Framework Lite (SAI PMF Lite) sponsored by the International Organization of Supreme Audit Institutions (INTOSAI) Development Initiative through the Pacific Association of Supreme Audit Institutions (PASAI) to assess OPA's performance in relation to international standards.

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## Future Outlook & Goals

- Improve compliance with federal expenditures and financial reporting.
  - Increase the number of low-risk government agencies subject to OMB Circular A-133 (Single Audit of federal grants). In the first quarter of 2016, we saw the addition of three agencies (Port Authority of Guam, Guam International Airport Authority, and University of Guam).
  - For government agencies not subject to the Single Audit requirements to have no material weaknesses and significant deficiencies.
- Monitor the General Fund's fund balance and find ways to address revenue leakage, enhance revenue collections, and identify cost savings.

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## Future Outlook & Goals

- OPA will continue to issue timely procurement appeals decisions:
  - For appeals to be resolved within 90 to 120 days of the appeal filing; and
  - For decisions to be rendered within 30 to 60 days upon the conclusion of appeal hearing.

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## How OPA Supports its Mission

- Accountability [and Transparency] for use of public resources and government authority is key to our nation's governing processes (GAGAS 1.01).
- Government auditing is essential in providing accountability to legislators, oversight bodies, those charged with governance, and the public (GAGAS 1.03).
- Auditing is essential to the credibility of accounting and financial reporting by state and local governments (GFOA Elected Officials Guide to Auditing, pg. vii).

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## How OPA Supports its Mission

- Auditing provides reasonable assurance that our government is:
  - Operating in accordance with laws, rules, regulations, policies, and procedures;
  - Functioning economically, efficiently, and effectively; and
  - Responding to citizens' needs.

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## Staffing Level Challenges

- OPA staff recruitment, compensation, promotion, and retention continue to be among our primary concerns for the past 10 years.
- OPA operations have been hindered largely due to the shortage of staff. OPA's highest staff complement was 18 full-time staff in 2006 when all OPA staff were in the unclassified service.
- OPA is slowly rebuilding its staff complement, with a total of 14 staff as of February 2016. However, the office is still 4 staff shy of its peak at 18 staff in 2006.

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## Staffing Level Challenges

- Between 2011 and 2015, OPA lost 14 full-time staff consisting of :
  - 4 Administrative Officers,
  - 3 Auditor III's,
  - 3 Auditor I's
  - 2 Management Analyst III,
  - 1 Audit Supervisor, and
  - 1 Auditor II.
- The Auditor III's and Audit Supervisor had an average of 12 years of audit experience ranging from 8 to 20 years.

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## Staffing Level Challenges

- In 2015, OPA lost two Auditors and one Administrative Officer, and hired three Auditors and an Administrative Officer.
- In 2014, OPA hired 1, but lost 4 Auditors and 1 Administrative Officer.
- In 2013, OPA lost 2 staff, but hired 4 more staff.
- In 2011 and 2012, OPA lost 5 staff, but hired 2 staff.
- Most auditors have resigned to accept higher salaries offered by other government agencies.

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## Staffing Level Challenges

- Currently, OPA has 8 vacancies.
- OPA continues to face difficulty in retaining staff due to the pay compensation package.
- Most recently, it took approximately 6 months from the vacancy announcement in July 2015 to the hiring of one Auditor I in January 2016.

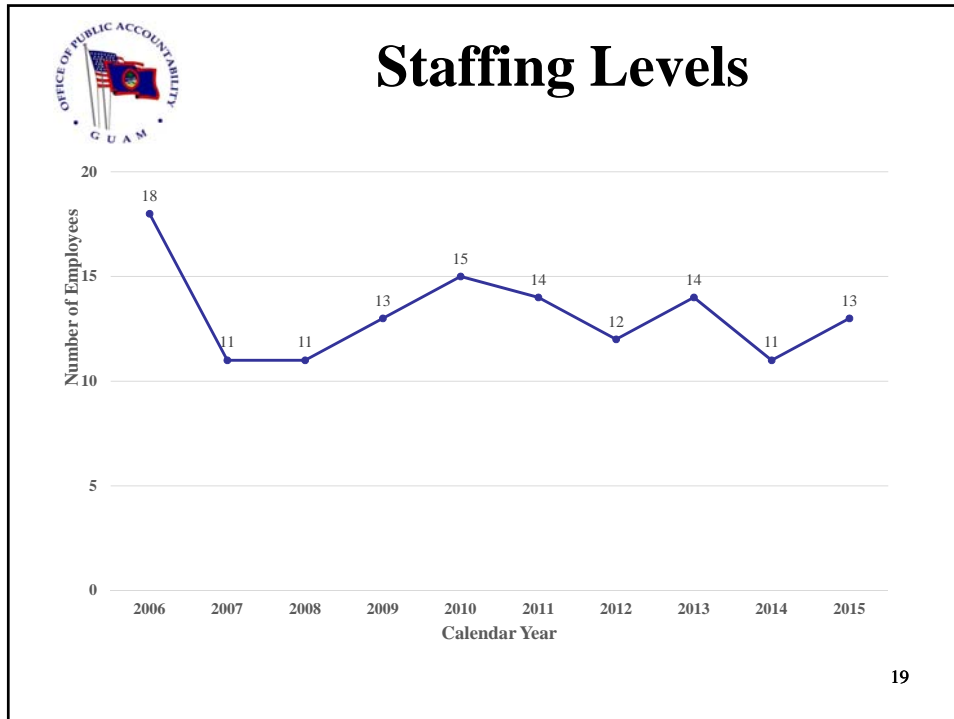
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## Staffing Level Challenges

- As of February 2016, OPA has 14 full time staff:
  - The Public Auditor with 15+ years of OPA service
  - 3 supervisors averaging 11 years of OPA service
  - 9 staff auditors averaging less than 3 years of OPA service
  - 1 Administrative Officer with 5 months of OPA service

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**OPA Staff Recruited to Autonomous Entities**

- Since 2002, OPA lost a total of 27 professional staff. The continual loss of staff have resulted in decreased productivity.
- The staff who transferred to other GovGuam agencies received significantly higher pay averaging over \$12,000. (See next slide for table.)

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## OPA Staff Recruited to Autonomous Entities

OPA Position	Date of Separation	Transferred To	New Position	OPA Salary	New Salary	Difference
Auditor I	09/2015	GDOE	Auditor II	\$ 36,530	\$ 40,762	\$ 4,232
Auditor I	02/2015	GDOE	Payroll Supervisor	\$ 36,530	\$ 40,762	\$ 4,232
Auditor I	12/2014	GVB	Accountant III	\$ 33,911	\$ 45,014	\$ 11,103
Auditor I	09/2014	UOG	Associate Budget & Administrative Process Officer	\$ 37,914	\$ 51,216	\$ 13,302
Auditor III	06/2014	GDOE	Chief Auditor	\$ 48,490	\$ 53,750	\$ 5,260
Auditor III	10/2013	GWA	Internal Auditor	\$ 47,695	\$ 68,645	\$ 20,950
Management Analyst IV	02/2012	GDOE	Chief Auditor	\$ 51,662	\$ 56,231	\$ 4,569
Auditor III	12/2011	GPA	Internal Auditor	\$ 44,524	\$ 64,666	\$ 20,142
Deputy Assistant Public Auditor	02/2009	GWA	Internal Auditor	\$ 60,528	\$ 73,596	\$ 13,068
Auditor II	11/2008	GPA	Internal Auditor	\$ 39,780	\$ 62,765	\$ 22,985
Chief Auditor	11/2007	UOG	Comptroller	\$ 71,541	\$ 85,500	\$ 13,959
<b>Average</b>				<b>\$ 46,282</b>	<b>\$ 58,446</b>	<b>\$ 12,164</b>

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## Independence

- One way to render an audit office ineffective is by lack of adequate funding and restriction in hiring.
- The continued lack of independence as to staff selection and challenges with competing salaries renders OPA ineffective.

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## Independence

- In October 2014, OPA participated in the PASAI survey on strengthening SAI independence, which had four dimensions:
  - Appropriate and effective constitutional and legal framework
  - Financial independence and autonomy
  - Organizational independence and autonomy
  - Independence of the Head of SAI and of SAI officials.
- PASAI compiled the survey responses, and provided scores between 0 and 4 for each of the four dimensions, as well as an overall score.

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## Independence

- PASAI Survey Results:

SAI	Overall Score	SAI	Overall Score	SAI	Overall Score
French Polynesia	4	American Samoa	3	FSM-Yap	2
FSM-Pohnpei	4	CNMI	3	<b>Guam</b>	<b>2</b>
New Caledonia	4	Cook Islands	3	Nauru	2
Tonga	4	Fiji	3		
		FSM- National	3	Vanuatu	1
		FSM- Kosrae	3		
		Kiribati	3		
		Samoa	3		

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## Independence

- 75% of the SAIs had an overall score of either 3 or 4 which meant that either all the criteria against each dimension are in place or that key criteria against each dimension are in place.
- 25% of the SAIs had an overall score of 1 or 2, which meant that only one or two of the criteria against each dimension are in place.
- OPA received an overall score of 2, which meant that our independence and in turn our effectiveness are of concern.

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## OPA Compensation Study

- OPA enlisted the services of Leading Edge Consulting Group with Dr. Karri Perez, PMP, SPHR, GPHR to review OPA positions and make recommendations (if required) on the position descriptions to better reflect the actual level and composition of OPA auditors' tasks.
- This review is better known as the OPA Compensation Study.
- These services were requested based on OPA's alarming attrition rate and how OPA auditors move to other government agencies that actually fall within the realm of OPA's oversight, which indicates a problem.

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## OPA Compensation Study

- Based on the U.S. Department of Labor- Bureau of Labor and Statistics website <http://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-5>, the median paid to government accountants and auditors with a minimum of a bachelors degree in the United States is \$65,940 as of May 2014.
- The median salary for the 11 OPA Auditors (excluding the Public Auditor and Administrative Officer) as of December 2015 is \$42,307, which is \$24K or 36% less than the \$66K U.S. median. The average salary for these 11 Auditors is \$49,526, and ranged from \$33,911 to \$85,000.

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## OPA Compensation Study

- Although the Competitive Wage Act of 2014 (CWA) provided a slight increase in pay, it was not enough to be competitive with the autonomous agencies.
- The CWA provided OPA auditors with an average increase of \$1.05 per hour or \$2,172 per year. However, it provided the Administrative Officer with an increase of \$5.09 per hour or \$10,580 per year.

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## OPA Compensation Study

- The CWA places OPA auditors in the same positions as other auditors in the line agencies. These positions are:
  - Auditor I
  - Auditor II
  - Auditor III
  - Chief Auditor
- The OPA Chief Auditor is required to be a Certified Public Accountant (CPA), yet the pay is the same as other Chief Auditors in GovGuam who are not required to be a CPA.
- In addition, only those with Accounting degrees can be initially hired at the entry level position of Auditor I. 29



## OPA Compensation Study

- Unlike other auditors in GovGuam, OPA auditors:
  - Have jurisdiction to audit the entire government;
  - Have oversight over the annual financial audits; and
  - Handle procurement appeals.
- There are 60+ separate legislative mandates required of OPA since the elected office's creation in 2000. We are unable to fulfill all these mandates with the low staff retention rate.



## New Positions for OPA Staff

- The OPA Compensation Study uses the pay scales outlined in the GovGuam CWA, but establishes a career path for OPA auditors by creating new positions to allow for upward growth.
- The new positions include the flexibility to hire those with bachelors degrees in related fields aside from Accounting, such as Business Administration, Human Resources, Public Administration, Finance and Economics, etc.
- In addition, the new position descriptions provide minimum qualifications that encourage existing and aspiring OPA staff to obtain professional certifications and graduate degrees as part of their career growth.

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## New Positions for OPA Staff

- After providing training to our staff for several years, they often leave for better pay and career growth elsewhere.
- With the office constantly having to recruit and retain new talent only to lose them after a few years, the Supervisors are:
  - Supervising staff,
  - Handling some audits in the auditor-in-charge capacity to fill the experience gap,
  - Spending time training new staff, as well as
  - Ensuring the operational side of OPA runs smoothly.

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## New Positions for OPA Staff

- The first year of implementation for these new positions and the slotting of existing staff is estimated to cost no more than \$60K (inclusive of benefits).
- Because the Audit Supervisors' salaries were adjusted commensurate to what they would have been paid under positions suggested in the proposed OPA Compensation Study when they were converted into unclassified employees, the estimated cost of \$60K would primarily be for the Public Auditor, who has not received a pay adjustment since 2006.
- The existing staff who are currently Auditor Is and IIs will also see increases in their salaries upon being slotted into the new positions based on their qualifications.

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## Transmittal to DOA

- OPA has seen a decrease in productivity and the office's relevance, viability, and continuity are at stake.
- The proposed positions, including position descriptions and minimum qualifications for each position, will be transmitted to DOA in March 2016.
- We will work with DOA on the approval of these new positions.
- If no progress has been made with DOA on the establishment of the new positions by our scheduled FY 2017 budget hearing, we request the Legislative body to approve these new positions effective upon the passage of the budget law.

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## Recent Public Laws

OPA thanks the Legislature for:

- P.L. 32-181, authority to appoint a Deputy Public Auditor and Executive Secretary.
  - In addition, OPA is now allowed to appoint full-time and part-time employees in the OPA as are necessary to carry out the duties of the Public Auditor and the OPA.
- P.L. 32-222, authority to appoint a Special Assistant.
- P.L. 33-18, certification pay adjustments effective October 1, 2015 for staff with CPA, CGFM, CIA, and CFE designations

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## Recent Public Laws

- P.L. 32-181 and P.L. 32-222 temporarily took care of OPA's management team by allowing them to convert to the unclassified service.
- Specifically, the Deputy Public Auditor was hired, and the two audit supervisors were converted from their classified positions to unclassified positions (Executive Secretary and Special Assistant) in FY 2015.
- However, these laws did not establish a career path for OPA auditors.
- With these three unclassified positions, the next Public Auditor is free to hire his/her management team.

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## Recent Public Laws

- With the OPA Compensation Study, the current management team would transition to classified positions; thus, preserving the institutional memory of OPA.
- In addition, P.L. 33-18 certification pay adjustments for OPA staff have not been effectuated by DOA as of February 2016.
- We estimate that the Certification Pay implementation would cost approximately \$43K for three staff who hold the designations of CPA, CIA, and/or CGFM.

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## Public Auditor's Salary

- The Public Auditor's statutorily-set salary of \$100,000 has not been adjusted since 2006.
- In November 2014, P.L. 32-208 authorized the salary adjustments for the Governor, Lt. Governor, Senators, Attorney General, and appointed cabinet members pursuant to CWA and effective January 15, 2014.
- P.L. 32-208 excluded the Public Auditor from receiving a salary adjustment.

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## Public Auditor's Salary

- The Public Auditor is now the only elected official who has not been authorized a pay adjustment due to the recently Governor-vetoed Bill 204-33, which would have rolled back the salaries for the elected and appointed officials to pre- P.L. 32-208 rates.
- It has been over two years now since the elected and appointed officials received a pay adjustment.
- The Public Auditor's salary proposed in the CWA of \$110,000 did not take into account the additional responsibility of Procurement Appeals.

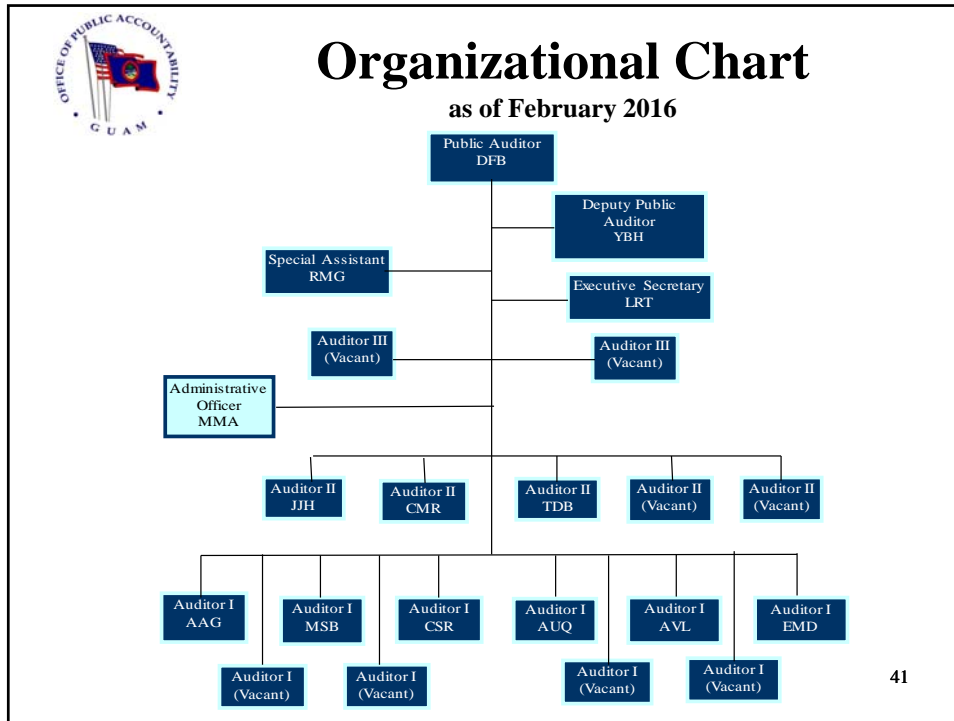
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## Public Auditor's Salary

- The Public Auditor requests parity with the Attorney General's salary.
- Alternatively, the Public Auditor requests for the Attorney General's previous salary, which was 90% of a judge's salary.

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## Staff Certifications

- For a staff of 14 as of February 2016, there are 6 OPA staff who collectively have the following degrees and certifications (some staff hold 2 or more certifications):
  - 3 Certified Public Accountants (CPA)
  - 4 Certified Government Financial Managers (CGFM)
  - 4 Certified Government Auditing Professionals (CGAP)
  - 2 Certified Internal Auditors (CIA)
  - 2 Chartered Global Management Accountants (CGMA)
  - 1 Masters in Business Administration
- All 14 staff have a Bachelor’s Degree.

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## 2015 – Year in Review

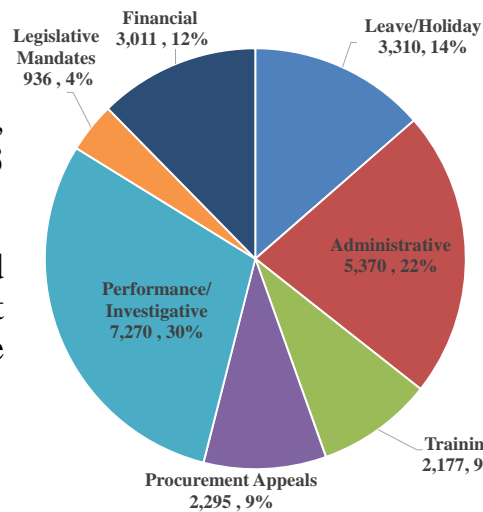
- Despite staffing challenges, OPA continues its commitment and dedication to “**Auditing for Good Governance**” by:
  - Issuing 8 performance audits that collectively identified over \$47.3 million (M) in questioned costs and other financial impacts;
  - Making 15 recommendations to the audited government entities to improve accountability and operational effectiveness and efficiency;
  - Administering 17 procurement appeals; and
  - Monitoring and providing oversight in the issuance of 23 financial audits (the government-wide audit and its component units).

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## 2015 Time Accountability

- As of December 31, 2015, OPA had 13 full-time employees.
- Total hours expended was 24,369. The chart illustrates the composition of hours.



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## 5-Year Performance and Staff Hours Distribution

Types of Hours	2011	2012	2013	2014	2015
Leave/Holiday	16%	14%	15%	16%	14%
Administrative	13%	14%	18%	22%	22%
Training	9%	8%	6%	5%	9%
Procurement Appeals	9%	9%	11%	6%	9%
Performance/ Investigative	26%	34%	32%	30%	30%
Legislative Mandates	16%	7%	7%	8%	4%
Financial	13%	15%	11%	13%	12%
<b>Total Staff Hours</b>	<b>28,804</b>	<b>25,728</b>	<b>22,944</b>	<b>28,704</b>	<b>24,368</b>
# of Employees at Year End	14	12	14	11	13
# of Performance Audits	12	9	6	7	8
# of Financial Audits	19	22	24	24	23
# of Procurement Appeals	21	19	16	13	17

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## 5-Year Performance and Staff Hours Distribution

- OPA's annual performance should not only be based on the hours spent in each of the areas tracked, but as an indicator of events that occurred from year to year.
- For example:
  - The complexity and challenges the audit team faced in conducting and completing the performance audits;
  - The number and complexity of issues within the procurement appeals filed during the year;

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## 5-Year Performance and Staff Hours Distribution

- The number of mandates that are not reflected in the issuance of performance audit reports (i.e., required membership of the Education Financial Supervisory Commission, DOC Blue Ribbon Commission, etc.);
- The number of staff additions and subtractions during the year, which would have directly affected the time taken to teach and guide new staff to become familiar with OPA’s performance audit procedures; and
- Whether or not OPA had an Administrative Officer to take care of administrative duties or if these tasks were temporarily delegated to audit staff.

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## Audits Completed in 2015

- OPA released 8 performance audits in 2015. Several factors attributed to this:
  - Transitions to regroup existing audit assignments due to the loss of personnel throughout the year.
  - For the 5-month period from January to February and July to September 2015, OPA operated without an Administrative Officer and several Staff Auditors were asked to assist in administrative duties, which took away time from their audits.

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## Audits Completed in 2015

- Four of the eight auditors are less experienced than those who left the OPA during 2015.
- Audit Supervisors were holding dual roles as Auditors-in-Charge (AIC) and Audit Supervisors.
- 2 of the 8 audits took an average of 1,222 hours to complete due to various challenges that arose during the audits; and

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## Audits Completed in 2015

- Fewer man-hours were available.
  - In 2015, OPA began with a staff complement of 11. However, there were fewer man-hours available than the projected 12,090 for 10 auditors (excluding the Public Auditor) due to several staff leaving throughout the year.
  - Of the 18,900 hours available, 7,200 were used for performance audits and another 3,000 hours for financial audits.
  - Administrative duties consumed 5,400 of the staff's time in 2015, which is a decrease of 1,000 hours compared to 6,400 in 2014.

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## Audits Completed in 2015

1. Government of Guam Use Tax Exemptions and Collections
2. Government of Guam Layon Tax Credits Program
3. Government of Guam Special Lifetime Annuities
4. Department of Labor Unpaid Back Wages
5. Recycling Revolving Fund
6. Government of Guam Tax Credits Programs
7. Guam Memorial Hospital Authority Inventory Control Over Controlled Substances
8. Government of Guam Submission of Citizen Centric Reports for FY 2014 & FY 2013

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## Audits Completed in 2015

### **15-01: Government of Guam Use Tax Exemptions and Collections**

- Conducted as part of OPA's Audit Plan.
- There is no assurance that use tax exemptions and collections were safeguarded against unauthorized use, loss, or abuse.
- There is inadequate documentation, and lack of review and reconciliation.
- Needs better record keeping, oversight, guidance, and controls.
- Valuable sources of economic data are needed to be maintained and assessed.
- \$3,700 in Use Tax revenues were not collected due to improper exemptions.

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## Audits Completed in 2015

### 15-02: Government of Guam Layon Tax Credits Program

- This was an audit request. However, OPA was denied full access to Layon Landfill credits data.
- The completeness, reliability and accuracy of tax credit data could not be verified.
- GovGuam authorized \$28.9M in tax credits to 8 former landowners of Layon landfill.
- The top five tax types claimed against tax credits were cigarettes (\$8.7M), retail (\$2.4M), insurance premiums (\$1.4M), commissions (\$352,640), and rental real property (\$276,805).

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## Audits Completed in 2015

### 15-03: Government of Guam Special Lifetime Annuities

- This was conducted as part of the OPA audit plan.
- An estimated \$24.1M of special lifetime annuities was paid to 35 Governors, Lt. Governors, Widows, Judges/Justices, and Senators.
- GovGuam will continue to pay \$6.2M in the next 20 years for Judges/Justices who were eligible to receive the special annuities prior to the law change.
- An estimated \$6.2M will continue to be paid to Senators who were eligible under the special provision prior to the law change.
- No legislation has been introduced to eliminate the lifetime annuities for the Governor and Lt. Governor.
- Lifetime annuities for the Governors and Lt. Governors are projected to increase at least \$6.5M in the next 20 years.

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## Audits Completed in 2015

### 15-04: Department of Labor Unpaid Back Wages

- This was a hotline tip/audit request.
- OPA deferred the investigation of allegations to DOL's established process for complaints.
- OPA found no documentation to contradict or support DOL's treatment of the Private Company's Document Specialist as an employee not a contractor.
- Private Company could not provide the required employee record.
- OPA found discrepancies in the amounts disbursed by DOL in its enforcement of the Private Company's past-due wages.
- OPA recommends DOL update its standard operating procedure to ensure employer's filing of payroll taxes for back wages.

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## Audits Completed in 2015

### Report No. 15-05: Recycling Revolving Fund

- This was an audit request by a Senator
- Guam Environmental Protection Agency (GEPA) has not promulgated the required rules and regulations to properly implement the Recycling Revolving Fund (RRF) law.
- \$158K for the Zero Waste Pacific Sustainable Materials Management Conference (Zero Waste Conference) and travel during fiscal year (FY) 2013 and FY 2014 were identified as questioned costs.

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## Audits Completed in 2015

### 15-06: Government of Guam Tax Credits Programs

- This was a Follow-up from a Prior Audit.
- The OPA could not verify the completeness, reliability, and accuracy of the GovGuam's tax credits.
- GovGuam has 14 tax credit programs that authorized a minimum of \$105.8M.
- \$72.7M of the authorized tax credits were claimed.
- There was a \$476K variance between the tax credits data provided by GEDA and DRT for the Raceway Park.
- Rules and regulations were not developed for four tax credits programs by DRT and DOL.
- Estimated potential savings of \$2.8M if six inactive tax credit programs are not implemented.

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## Audits Completed in 2015

### 15-07: Guam Memorial Hospital Authority Inventory Control Over Controlled Substances

- This was conducted as part of OPA's Audit Plan.
- A total financial impact of approximately \$15,000 was primarily due to understated billings.
- While GMHA generally complied with federal and local requirements and controls over controlled substances, certain requirements and controls were not adhered to.
- The pharmacy and billing systems did not interface.
- GMHA did not accurately and properly bill for controlled substances in accordance with its prescribed fee schedule.

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## Audits Completed in 2015

### 15-08: Government of Guam Submission of Citizen Centric Reports for FY 2014 & FY 2013

- This was a Legislative Mandate.
- 49 or 86% of the 57 GovGuam entities complied with the requirements of P.L. 30-127.
- 45 or 79% of the 57 entities submitted their CCRs for FY 2013.
- Eight entities did not submit a CCR for FY 2014 and 12 entities did not submit for FY 2013 .
- Five entities did not submit a CCR for both FY 2014 and FY 2013.
- 22 entities that have consistently issued their annual CCRs for the past six years (FY 2009 to FY 2014) are to be commended for their efforts.

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## Summary of Audit Focus

- Of the 8 reports issued in 2015:
  - 3 were from the 2015 audit plan (GMHA Inventory Control Over Controlled Substances, GovGuam Special Lifetime Annuities, and Use Tax Exemptions and Collections);
  - 3 were audit requests (Layon Landfill Tax Credits Program, DOL Unpaid Back Wages, and Recycling Revolving Fund);
  - 1 was a legislative mandate (GovGuam Submission of CCRs for FY 2014 and FY 2013); and
  - 1 was a follow-up audit (GovGuam Tax Credits Program).

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## Summary of Audit Focus

- Moving forward, OPA looks to provide continued oversight, insight, and foresight to our government.
- Our audits will continue to focus on economy, efficiency, accountability, and transparency of all GovGuam instrumentalities.

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## Reduced Productivity

- From 2001 to 2015, OPA released 144 performance audits.
- Between 2001 and 2008, under the Public Auditor's first two terms in office, OPA annually produced an average of 11.75 or nearly 12 performance audits.
- Between 2009 and 2015, OPA annually produced an average of 7 performance.
- The continued difficulty OPA faces to recruit and retain staff, coupled with an increase in legislative mandates and procurement appeals, have directly affected the office's ability to produce more performance audits.

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## Reduced Productivity

- The reduced productivity is partly due to:
  - Procurement appeals consuming the near equivalent of 2 full time auditors. In the prior period, OPA did not have the responsibility of procurement appeals.
  - OPA losing flexibility to offer more competitive salaries when staff were converted from unclassified to the classified service.
  - On average, it takes nearly 6 months to fill a vacancy, of which DOA takes nearly 3 months to provide a listing of eligible candidates.

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## OPA Identified Financial Impact

Calendar Year	Reports Issued	Recommendations Issued	Financial Impact
2015	8	15	\$47.3M
2014	7	11	\$10.6M
2013	6	16	\$16.6M
2012	9	25	\$ 4.3M
2011	12	39	\$14.5M
2010	9	37	\$22.6M
2009	7	6	\$ 1.2M
2008	10	28	\$ 9.6M
2007	18	45	\$33.3M
2006	19	76	\$20.9M
2005	9	19	\$ 6.2M
2004	14	91	\$16.4M
2003	11	77	\$26.8M
2002 & 2001	13	127	\$ 3.8M
<b>Totals</b>	<b>144</b>	<b>597</b>	<b>\$234.1M</b>

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## OPA Identified Financial Impact

- OPA issued 8 reports and made 15 recommendations, that identified \$47.3M in financial impact to our government in 2015.
- Financial impacts are questioned costs, waste and abuse, lost revenue opportunities, dormant bank accounts, unreported amounts, and un-reconciled accounts identified by OPA audits.

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## 2015 Financial Impact

Report No.	Report Title	Questioned Costs	Lost Revenues	Potential Savings/ Other Financial Impact	Total	# of Recommendations
15-01	Government of Guam Use Tax Exemptions and Collections	\$ -	\$ 3,658	\$ -	\$ 3,658	4
15-02	Government of Guam Layon Landfill Tax Credit Program	\$ -	\$ -	\$ -	\$ -	2
15-03	Government of Guam Special Lifetime Annuities	\$ -	\$ -	\$ 43,835,182	\$ 43,835,182	1
15-04	DOL Unpaid Back Wages	\$ -	\$ -	\$ -	\$ -	1
15-05	Recycling Revolving Fund	\$ -	\$ 157,760	\$ -	\$ 157,760	1
15-06	Government of Guam Tax Credit Program	\$ 475,551	\$ -	\$ 2,812,370	\$ 3,287,921	3
15-07	Guam Memorial Hospital Authority Inventory Control over Controlled Substances	\$ -	\$ 15,318	\$ -	\$ 15,318	3
15-08	Government of Guam Submission of Citizen Centric Report	\$ -	\$ -	\$ -	\$ -	0
<b>Totals</b>		<b>\$ 475,551</b>	<b>\$ 176,736</b>	<b>\$ 46,647,552</b>	<b>\$ 47,299,839</b>	<b>15</b>

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## **Audits in Progress (Started in 2015)**

1. Office of the Attorney General Child Support Enforcement (Follow-Up Audit)
2. Effect of Non-Base Pay on Annuities
3. Limited Gaming Tax
4. GovGuam's Effectiveness in Addressing Individuals with Multiple Social Security Numbers

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## **Audits in Progress (Started in 2016)**

1. Governor and Lt. Governor's Staff Pay Adjustments
2. Capitol District Fund
3. DPW Procurement Cooperative Audit
4. Festival of the Pacific Arts (FESTPAC)

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## Audit Plan Development

- When conducting audits, we apply a risk-based approach to the audit selection by identifying those areas that have the highest risk of loss or possible mismanagement of funds.
- The OPA has enhanced its system of review wherein auditors assess and rank various audit topics based on the following factors:
  - Financial Impact (Lost Revenues, Cost Savings)
  - Public Concern and Social Impact
  - Likelihood of Poor Control
  - Program Risk
  - Leadership Interest

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## Audit Plan Development

- Each factor is assigned a weighted percentage, then scored individually by the auditors, and averaged to determine priority ranking. This process ensures objective results and aids OPA in deciding where to invest its limited human resources.
- Through extensive deliberations with staff, audit requests from stakeholders, and risk assessments, OPA establishes an annual Audit Work Plan.
- In preparation for the 2016 Audit Work Plan, OPA sent out letters to all agency heads and public officials; however, only few responses were received.

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## 2016 Audit Work Plan

- Based on an audit staff of 11 (3 Audit Supervisors, 3 Auditor IIs, and 5 Auditor I's) as of December 2015 and coupled with staff development, OPA anticipates completing at least 12 audits in 2016.
- Our Work Plan is a guide and not necessarily limited to the aforementioned audits. We have allowed for flexibility and may initiate other audits based on priority, requests from elected officials, changing developments, and staff availability.

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## 2016 Audit Work Plan

- The 2016 Audit Work Plan includes:
  - DPW/MCOG Road Maintenance Plan Picture/Video Audit
  - Government-Wide Overtime
  - Analysis of Guam Memorial Hospital Authority's Earning Over \$100K and Service Contract Procurement
  - Department of Labor Workman's Compensation
  - DRT Gross Receipts Tax Exemption

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## Financial Audits Issued in 2015

- 1 GCA §1909(a) and the Federal Single Audit Act require all financial audits to be issued by June 30<sup>th</sup> (9 months after year end).
- OPA's goal is to issue financial audits no later than 6 months after year end, rather than 9 months.
- OPA is encouraging legislation be introduced that would make the 6-month deadline a requirement by local law.
- One of PASAI's long-term strategic goals is for financial audits to be issued within 6 months after the fiscal year end.

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## Financial Audits Issued in 2015

- GFOA Certificate of Achievement for Excellence in Financial Reporting program.
  - The goals of this program are:
    - To encourage every government to publish a high quality Comprehensive Annual Financial Report (CAFR);
    - To assist governments to meet this goal by providing educational materials, comments, and suggestions for improvement; and
    - To recognize governments and individuals that have met the challenge.
  - To participate, a government must submit its published CAFR within **six months** of the end of the reporting period.



## Financial Audits Issued in 2015

- In 2015, of the 23 financial audits:
  - 11 were issued within 6 months after FY 2014 (GIAA, GVB, GHC, PAG, PBS Guam, GPT, GGRF, GCC, UOG, GEDA, and TAF)
  - 10 were issued within 9 months after FY 2014 (GPA, THF, GDOE, DCA, GHURA, SWOF, GWA, GMHA, GALC, and GovGuam General Fund)
  - 2 were issued 9 months after FY 2014 (CLTC and MCOG)

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## Financial Audits Issued in 2015

- We monitored, reviewed, and analyzed 23 financial audits of autonomous agencies and the General Fund, which identified \$271K in questioned costs for FY 2014, which is an increase from the \$87K in questioned costs identified for FY 2013.
- OPA works with DOA, the line agencies, and the autonomous entities to resolve questioned costs.
- As a result of these continuous monitoring activities, questioned costs have dropped dramatically from prior years of \$10M in FY 2002, \$22M in FY 2003, and \$13M in FY 2004. Over a decade later, questioned costs are down to \$271K.

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## Financial Audits Issued in 2015

- Two entities had questioned costs:
  - GMHA (\$224K)
  - GovGuam (\$46K)
- 22 of the 23 entities had unmodified or “clean” opinions on their financial statements. The MCOG had a qualified opinion.
- 10 entities were subject to an A-133 Single Audit: GIAA, PAG, UOG, GCC, GPA, GHURA, GWA, GDOE, GMHA and GovGuam General Fund.

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## Financial Audits Issued in 2015

- Of the 10 entities, 7 entities had unmodified opinions in their compliance over major federal programs: GIAA, UOG, PAG, GCC, GPA, GWA, and GDOE.
- GMHA, GovGuam General Fund, and GHURA had modified opinions in their compliance over major federal programs due to material weaknesses.
- GIAA, PAG, GCC, GPA, GDOE, and GWA did not have any material weaknesses and/or significant deficiencies over major federal programs. We applaud these entities’ efforts in accomplishing this.

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## Financial Audits Issued in 2015

- GCC has maintained a low-risk auditee status for 14 consecutive years.
- For FY 2014, PAG is to be commended for achieving low-risk auditee status as they are the only other government agency to attain this status besides GCC.

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## Financial Audits Issued in 2015

#	Auditee	Issue Date	Opinion	Compliance Findings		Federal Awards Findings (A-133)		
				# of Material Weaknesses	# of Significant Deficiencies	Opinion	# of Material Weaknesses	# of Significant Deficiencies
1	GIAA	01/30/15	Unmodified	0	1	Unmodified	0	0
2	GVB	02/01/15	Unmodified	0	0	N/A	N/A	N/A
3	GHC	02/15/15	Unmodified	0	0	N/A	N/A	N/A
4	PAG	02/22/15	Unmodified	0	0	Unmodified	0	0
5	KGTF (PBS Guam)	02/28/15	Unmodified	0	0	N/A	N/A	N/A
6	GPT	03/02/15	Unmodified	1	0	N/A	N/A	N/A
7	GGRF	03/04/15	Unmodified	0	0	N/A	N/A	N/A
8	GCC	03/11/15	Unmodified	0	0	Unmodified	0	0
9	UOG	03/29/15	Unmodified	0	0	Unmodified	0	1
10	GEDA	03/31/15	Unmodified	0	0	N/A	N/A	N/A
11	TAF	03/31/15	Unmodified	0	0	N/A	N/A	N/A
12	GPA	04/01/15	Unmodified	0	1	Unmodified	0	0
13	THF	04/03/15	Unmodified	0	0	N/A	N/A	N/A
14	GDOE	05/05/15	Unmodified	1	1	Unmodified	0	0
15	DCA	06/09/15	Unmodified	0	4	N/A	N/A	N/A
16	GHURA	06/11/15	Unmodified	0	0	Qualified	3	3
17	SWOF	06/24/15	Unmodified	0	0	N/A	N/A	N/A

Only entities that receive substantial federal awards undergo a Single Audit and are rendered an opinion by the independent financial auditors (as required by OMB A-133).

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## Financial Audits Issued in 2015

#	Auditee	Issue Date	Financial Statement Opinion	Compliance Findings		Federal Awards Findings (A-133)		
				# of Material Weaknesses	# of Significant Deficiencies	Opinion	# of Material Weaknesses	# of Significant Deficiencies
18	GWA	06/29/15	Unmodified	0	0	Unmodified	0	0
19	GMHA	06/29/15	Unmodified	0	1	Qualified	1	1
20	GALC	06/30/15	Unmodified	2	0	N/A	N/A	N/A
21	GOVGUAM	06/30/15	Unmodified	1	3	Qualified	6	1
22	CLTC	07/13/15	Unmodified	5	0	N/A	N/A	N/A
23	MCOG	9/16/2015	Modified	0	0	N/A	N/A	N/A
<b>Totals</b>				<b>10</b>	<b>11</b>		<b>10</b>	<b>6</b>

Only entities that receive substantial federal awards undergo a Single Audit and are rendered an opinion by the independent financial auditors (as required by OMB A-133).



## Financial Audits Issued in 2015

#	Auditee	Issue Date	Total # of Findings	Total Questioned Costs	Management Comments	#	Auditee	Issue Date	Total # of Findings	Total Questioned Costs	Management Comments
1	GIAA	01/30/15	1	\$ -	5	16	GHURA	06/11/15	6	\$ -	4
2	GVB	02/01/15	0	\$ -	0	17	SWOF	06/24/15	0	\$ -	5
3	GHC	02/15/15	0	\$ -	3	18	GWA	06/29/15	0	\$ -	-
4	PAG	02/22/15	0	\$ -	8	19	GMHA	06/29/15	3	\$ 224,477	7
5	KGTF (PBS Guam)	02/28/15	0	\$ -	3	20	GALC	06/30/15	2	\$ -	1
6	GPT	03/02/15	1	\$ -	1	21	GOVGUAM	06/30/15	11	\$ 46,293	16
7	GGRF	03/04/15	0	\$ -	0	22	CLTC	07/13/15	5	\$ -	0
8	GCC	03/11/15	0	\$ -	0	23	MCOG	9/16/2015	0	\$ -	2
9	UOG	03/29/15	1	\$ -	5	<b>Totals</b>			<b>37</b>	<b>\$ 270,770</b>	<b>90</b>
10	GEDA	03/31/15	0	\$ -	2	<b>Totals since 2001</b>			<b>1958</b>	<b>\$64,138,898</b>	<b>788</b>
11	TAF	03/31/15	0	\$ -	4						
12	GPA	04/01/15	1	\$ -	12						
13	THF	04/03/15	0	\$ -	3						
14	GDOE	05/05/15	2	\$ -	5						
15	DCA	06/09/15	4	\$ -	4						



## 2015 Financial Audit RFPs

- OPA issued 10 Requests for Proposals for audit services during 2015 in conjunction with MCOG, GIAA, PAG, GVB, GCC, GHURA, GPA, GWA, GMHA, and GDOE.
- These resulted in contracts for three fiscal years (FY 2014 to FY 2016 for MCOG and for FY 2015 to FY 2017 for the remaining entities) with an option to renew for one additional year of professional audit service.

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## Suggested Legislation for Financial Audits

- Require the issuance of financial audits within 6 months of the end of the fiscal year. This would provide the Legislature more timely information and allow for eligibility of the Certificate of Achievement for Excellence in Financial Reporting program administered by the Government Finance Officers Association (GFOA).
- Require organizations receiving over \$500,000 in funding to obtain an annual financial audit, similar to the Single Audit requirements for federal grant recipients. For example, the Guam Cancer Trust Fund, which received annual funding in excess of \$1M from FY 2011 to FY 2014, should be required to obtain a separate financial audit.

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## Procurement Appeals

- As we have gained knowledge and experience, OPA's goals for Procurement Appeals are to:
  - Resolve an appeal within 90 to 120 days from the time of filing, and
  - Render a decision within 30 to 60 days upon conclusion of the appeal hearing.
- In 2015, OPA resolved 5 appeals within 90 to 120 days and 8 appeals less than 90 days from the time of filing.
- Four of the six decisions rendered in 2015 were issued within 30 days upon conclusion of the appeal hearing.

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## Procurement Appeals in 2015

During 2015, 17 appeals were filed with OPA.

- 6 were GSA, 4 were GPA, 3 were GSWA, 2 were GIAA, 1 was DPW, and 1 was for GEDA/CLTC.

The subject and known value of the appeals include:

- Specialty retail concession, \$15.4M
- Construction of Bile/Pigua Bridge Replacement, \$3.7M
- Harmon Residential Transfer Station, \$2.4M
- Diesel fuel, \$922K
- Telecommunications, \$451K
- Vehicles and Parts, \$377K
- Security Guard Services, \$96K
- Fireproof Filing Cabinets, \$23K

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## Procurement Appeals in 2015

- OPA addressed these 17 appeals as follows:
  - 8 decisions rendered of which 5 were rendered within 33 days from the formal hearing and the remaining 3 were rendered based on the filings and no formal hearing held;
  - 2 were dismissed due to the parties’ settlement;
  - 2 were dismissed due to lack of jurisdiction;
  - 1 was dismissed because the purchasing agency had not made a protest decision;
  - 2 moved to Superior Court; and
  - 2 are on-going procurement appeals.

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## Procurement Appeals in 2015

Appeal No.	Appellant	Purchasing Agency	Nature of Appeal	Procurement Value	Status	Action	Days
15-001	DFS Guam L. P.	GIAA	Specialty Retail Concession	\$ 15,400,000	Public Auditor's Recusal	Moved to Superior Court	2
15-002	DFS Guam L. P.	GIAA	Specialty Retail Concession	See 15-002	Public Auditor's Recusal	Moved to Superior Court	4
15-003	Pacific Data Systems, Inc.	GSA	Service for and Installation of IGDark Fiber	\$ 9,000	Decision	Granted in Part and Denied in Part	89
15-004	G4S Solutions (Guam), Inc.	GSA	DPHSS Security Guard Services	\$ 95,594	Decision	Granted in Part and Denied in Part	56
15-005	Pacific Data Systems, Inc.	GPA	Voice and Data Services	\$ 322,716	Dismissed	No Protest Decision	23
15-006	IP & E Holdings, LLC	GPA	Supply of Diesel Fuel Oil No. 2, Automotive Gasoline, and Regular Unleaded Gasoline.	\$ 922,125	Decision	Granted in Part and Denied in Part	142
15-007	Pacific Data Systems, Inc.	GPA	Voice and Data Services	See 15-005	Decision	Denied	115

\* Procurement value are estimated amounts per the respective purchasing agencies and their procurement records.

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## Procurement Appeals in 2015

Appeal No.	Appellant	Purchasing Agency	Nature of Appeal	Procurement Value	Status	Action	Days
15-008	Maeda Pacific Corporation	GSWA	Contract for Harmon Residential Transfer Station	\$ 2,410,000	Dismissed	Dismissed-Lack of Jurisdiction	53
15-009	Korando Corporation	DPW	Construction of Bile/Pigua Bridge Replacement Project	\$ 3,665,559	Dismissed	Dismissed-Stipulation and Order	99
15-010	Guam Pacific Enterprise, Inc.	GSA	Filing Cabinet, Four drawer; fireproof	\$ 23,322	Decision	Denied	97
15-011	Mid Pac Far East	GSA	Miscellaneous Items & School Bus Parts	\$ 295,089	Decision	Granted in Part and Denied in Part	90
15-012	Pacific Data Systems, Inc.	GSA	Telecommunications /Network"Optical Fiber solutions"	\$ 118,942	Decision	Denied	90
15-013	I P & E Holdings, LLC	GPA	Supply of Diesel Fuel No. 2 & Automotive Gasoline( Regular Unleaded)	See 15-006	Decision	Granted	71
15-014	Morrico Equipment, LLC	GSWA	Rear loader refuse packer bodies	\$ -	On going	On going	

\* Procurement value are estimated amounts per the respective purchasing agencies and their procurement records.

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## Procurement Appeals in 2015

Appeal No.	Appellant	Purchasing Agency	Nature of Appeal	Procurement Value	Status	Action	Days
15-015	Triple J Motors	GSA	Sports Utility Vehicle 5-Passenger	\$ 82,000	Dismissed	Dismissed-Stipulation and Order	
15-016	Purestone, LLC	GEDA / CLTC	Lajuna Point Residential Community	\$ -	Dismissed	Dismissed-Lack of Jurisdiction	32
15-017	Morrico Equipment, LLC	GSWA	Rear loader refuse packer bodies	\$ -	On going	On Going	

\* Procurement value are estimated amounts per the respective purchasing agencies and their procurement records.

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## Procurement Appeals

- Since October 2006, 134 appeals have been filed.

APPEALS	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Totals	% Subtotal	% Total
<b>DECISIONS</b>													
Upheld	1	3	5	1	4	4		6	1	1	26	37%	22%
Denied		2	1	4		8	7	1	5	3	31	44%	26%
Upheld and Denied in Part		2	1			2	1	1	3	4	14	20%	12%
<b>Subtotal:</b>	<b>1</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>14</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>71</b>	<b>100%</b>	<b>61%</b>
<b>DISMISSALS</b>													
Stipulation Agreement	1	1	1	2	2	4	7	5	1	2	26	42%	21%
Appeal Withdrawn	1	1			1		3	1	1		7	12%	6%
PA Recusal		1	3	1	1			1		2	9	15%	8%
No Protest Decision			1	1	1	2	1			1	7	12%	6%
Moved to Superior Court				1	1				2		4	7%	3%
Untimely Notice of Appeal						1		1			2	3%	2%
Cancel/Re-issued Bid		1		1							2	3%	2%
Protest Decision Bid				1							1	2%	1%
Lack of Jurisdiction								1		2	3	5%	3%
<b>Subtotal:</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>11</b>	<b>8</b>	<b>4</b>	<b>7</b>	<b>61</b>	<b>100%</b>	<b>51%</b>
<b>ONGOING APPEALS</b>										2	2		
<b>TOTAL APPEALS FILED:</b>	<b>3</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>10</b>	<b>21</b>	<b>19</b>	<b>16</b>	<b>13</b>	<b>17</b>	<b>134</b>		<b>100%</b>

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## Appeals Addressed in 2015

- **15-001 & 15-002 (DFS Guam L.P./GIAA)**
  - Appeal relative to a contract for Specialty Retail Concession awarded to Lotte Duty Free LLP.
  - Decision was Order of Recusal.
  - Case moved to the Superior Court of Guam.
- **15-003 (Pacific Data Systems, Inc./GSA)**
  - Appeal on the agency decision relative to Request for Proposal for dark fiber services.
  - RFQ specifications fail to clearly describe the services being solicited.
  - RFQ specifications must be cancelled or revised.
  - Appeal was granted in part and denied in part.

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## Appeals Addressed in 2015

- **15-004 (G4S Solutions (Guam), Inc./GSA)**
  - Appeal on the agency’s decision relative to an Invitation for Bid for DPHSS Security Guards.
  - G4S cannot correct the error on its bid.
  - G4S may withdraw its low bid.
  - G4S is not required to perform services for \$97,991.90
  - Appeal was granted in part and denied in part.

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## Appeals Addressed in 2015

- **15-005 (Pacific Data Systems, Inc./GPA)**
  - Appeal on the agency’s decision relative to an Invitation for Bid for voice and data services.
  - Appeal was dismissed because GPA failed to produce a decision on PDS' November 24, 2014 protest.
  - The Public Auditor ordered GPA to issue its decision on PDS' November 24, 2014 protest and serve it on PDS no later than 5:00 p. m. on May 12, 2015.

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## Appeals Addressed in 2015

- **15-006 (IP&E Holdings, Inc./ GPA)**
  - Appeal on the agency’s action on the Invitation for Bid for Supply of Diesel Fuel Oil No. 2 and automotive gasoline, regular unleaded.
  - The IFB required the contractors to provide GPA copies of its insurance policies;
  - The IFB requirement that the bidders submit insurance policies with their bids violates the procurement policy.
  - GPA must either cancel or revise the IFB.
  - This appeal was granted in part and denied in part.

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## Appeals Addressed in 2015

- **15-007 (Pacific Data Systems/ GPA)**
  - Appeal on the agency’s decision relative to on Invitation for Bid for Voice and Data Services.
  - GPA accepted Docomo's bid unconditionally and did not correct or alter it.
  - GPA evaluation committee did not correct or alter Docomo's bid.
  - GPA correctly determined that DOCOMO submitted the lowest bids.
  - The Appeal was denied.

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## Appeals Addressed in 2015

- **15-008 (Maeda Pacific Corporation/ GSWA)**
  - Appeal on agency’s decision relative to a contract or breach of contract on GSWA contract for Harmon Residential Transfer Station.
  - The appeal is a dispute having to do with money owed to or by GovGuam.
  - Appeal was dismissed as OPA lacks jurisdiction over money matters per 5 GCA § 5703 and 2 GAR § 12103(a) .

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## Appeals Addressed in 2015

- **15-009 (Korando Corporation/ DPW)**
  - Appeal on the agency’s decision to terminate Korando’s contract to construct Bile/Pigua Bridge Replacement.
  - After 4 full days of hearings and testimonies, a Stipulated Agreement was reached by all the parties.
  - DPW rescinds the termination of Korando contract.
  - Korando agrees to complete the project for a full 450 days.

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## Appeals Addressed in 2015

- **15-010 (Guam Pacific Enterprise, Inc./ GSA)**
  - Appeal on agency’s decision relative to an Invitation for Bid for Four drawer, Fire-proof filing cabinets.
  - GPE’s bid was rejected for not meeting the delivery requirement. Three of the four bidders could not meet the 30 day delivery.
  - Winning bidder indicated delivery as specified and was the second highest bidder.
  - Should winning bidder not meet the 30 day delivery time, bidder should be assessed liquidated damages.
  - Appeal is denied as GPE was not the lowest responsible bidder.

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## Appeals Addressed in 2015

- **15-011 (Mid Pac Far East/ GSA)**
  - Appeal due to agency’s decision relative to an Invitation for Bid for Miscellaneous Items and School Bus Parts.
  - MPFE’s bid was rejected by GSA due to insufficient bid security by \$2,263.41.
  - There is a clear mistake in the \$537 per foot unit price, which was intended at \$5.37 per foot.
  - MPFE is not entitled to correct its bid.
  - The MPFE's bid bond of \$42,000 is substantial.
  - Appeal was granted in part and denied in part.

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## Appeals Addressed in 2015

- **15-012 (Pacific Data Systems, Inc./ GSA)**
  - Appeal on the agency’s decision relative to an Invitation for Bid for telecommunication/network “Optical Fiber Solutions”.
  - PDS protest was timely.
  - G4S submitted contractor's license material to the procurement.
  - The Office of Homeland Security advised GSA that G4S's bid complied with all IFB specifications.
  - Appeal was denied.

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## Appeals Addressed in 2015

- **15-013 (IP&E Holdings, Inc./ GPA)**
  - Appeal on the agency’s action relative to an Invitation for Bid for Supply of Diesel Fuel Oil No. 2 and automotive gasoline, regular unleaded to determine:
    - Whether GPA's IFB Amendment No. VII complied with Guam Procurement Law and whether GPA must allow the bidders additional time to amend their bids,
    - GPA must allow the bidders reasonable time to modify their bids.
  - Appeal was granted.
  - Subsequently, interested party Mobil appealed OPA’s decision to Superior Court.

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## Appeals Addressed in 2015

- **15-015 (Triple J Motors/ GSA)**
  - Appeal on agency’s decision relative to Invitation for Bid for Sport Utility Vehicle, 5 passenger.
  - Appeal was dismissed as the parties’ reached a settlement agreement in February 2016.

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## Appeals Addressed in 2015

- **15-016 (Purestone, LLC/ GEDA & CLTC)**
  - Appeal regarding a Request for Proposal for Lajuna Point Residential Community.
  - Appeal was dismissed for lack of jurisdiction because:
    - No protest filed by the Appellant.
    - No protest decision was issued by GEDA.
  - GEDA was then directed to issue a notice of cancellation to Purestone in order to trigger the time by which Purestone would be required to file a protest.

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## On-Going 2015 Appeals

- **15-014 & 15-017 (Morrico Equipment, LLC/ GSWA)**
  - Appeal relative to an Invitation for Bid for rear loader packer bodies.
  - Consolidated with OPA-PA-16-001.
  - Motion to Dismiss for Public Auditor’s Recusal was denied.
  - Status hearing on consolidated appeals was held in February 2016.
  - Formal hearing is scheduled for March 2016.

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## Procurement Appeals Hearing Officers

- Cost savings have been realized through hiring contractual attorneys on an as-needed basis versus a full-time attorney.
- In FY 2007, a full-time attorney’s salary cost \$80,000 plus benefits of \$21,900.

FY	# of Attorneys	Amount
2015	3	\$ 90,693
2014	3	\$ 83,396
2013	3	\$ 91,901
2012	3	\$ 63,700
2011	2	\$ 38,000
2010	2	\$ 71,000
2009	3	\$ 50,000
2008	2	\$ 69,000
2007	1	\$ 101,900

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## Procurement Appeals Hearing Officers

It is OPA's goal to have its Hearing Officers:

- (1) Be readily available to handle the time-sensitive appeals, considering potential conflicts, and time constraints;
- (2) Resolve appeals within 90 to 120 days from the time of filing; and
- (3) To issue a decision from 30 to 60 days upon the conclusion of the hearing.

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## OPA Website

[www.opaguam.org](http://www.opaguam.org)

- To ensure public accountability and enhance transparency in our government, OPA's website posts reports and information to include:
  - OPA audit reports;
  - Financial audits of government entities;
  - Procurement appeals;
  - CCR reporting requirements; and
  - Audio recordings of Boards and Commissions meetings.

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## OPA Website

[www.opaguam.org](http://www.opaguam.org)

- In addition, the OPA website also contains budget and expenditure reports, and staffing patterns required by the various Budget Acts.
- The OPA website continues to be an important source of reliable transparent information about the financial condition of our government.

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## OPA Website Hits vs. Visits

- As suggested by our website carrier, we are now using website visits instead of hits, a more accurate measurement of our website's popularity.
- Hit. A hit is a request for a file from a Web server. This includes every item on a Web page including graphics. A single web page can generate dozens or hundreds of hits to the server. As such, it is a bad metric to use for evaluating Web page popularity (About.com, Website Design/HTML Glossary).

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## OPA Website Hits vs. Visits

- Visit/Session. A visit is an interaction, by an individual, with a website. If an individual has not taken another action on the site within a specified time period, the visit session will terminate (Web Analytics Association, 2007).
- In 2015, the OPA website had 20,240 visits compared to 18,656 in 2014, an increase of 8.5%

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## 2015 OPA Website Activity

Months	Visits		Unique Visitors		Page Views	
	2015	2014	2015	2014	2015	2014
January	1,665	1,449	678	674	5,888	5,273
February	1,622	1,358	803	659	5,149	4,448
March	1,617	1,571	770	782	4,922	5,310
April	1,648	1,495	759	699	5,601	5,038
May	1,499	1,336	734	637	4,671	4,466
June	1,701	1,712	800	879	4,824	5,757
July	1,918	1,641	937	887	5,524	5,436
August	1,847	1,493	919	876	5,080	5,693
September	1,553	1,978	776	1,285	4,960	9,784
October	1,953	1,487	908	902	6,539	6,147
November	1,420	1,366	644	742	4,203	4,358
December	1,797	1,770	755	883	5,468	4,993
<b>Totals</b>	<b>20,240</b>	<b>18,656</b>	<b>9,483</b>	<b>9,905</b>	<b>68,829</b>	<b>66,703</b>
<b>Averages</b>	<b>1,840</b>	<b>1,555</b>	<b>790</b>	<b>825</b>	<b>5,236</b>	<b>5,559</b>

- OPA uses Google Analytics to gather information about OPA’s website activity.

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## Boards and Commissions Audio Reporting Requirements

- In September 2012, P.L. 31-233 required “governing Boards and Commissions of all public corporations, and departments of the Government of Guam” to provide audio recording of each monthly Board and Commission meeting to OPA within 7 calendar days after the meeting. OPA posts audio files on its website upon receipt.
- Since then, OPA posted meeting audio files of 40 Boards and Commissions. Almost every week, OPA receives at least one audio file, which can be as large as 851 MB and requires extraction from a CD and posting onto the OPA website. This causes additional work for OPA’s limited staff resources and consumes valuable space on its server.

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## Hotline Tips 47AUDIT (472-8348)

- The OPA HOTLINE provides the public with the means to pass on questions and concerns about our government.
- In 2015, we received 35 tips:
  - 6 were forwarded to the subject entity’s Internal Auditors or external Financial Auditors;
  - 18 are on-going with OPA; and
  - 11 were closed and/or resolved.
- Of the 35 tips received: 13 were hotline tips and 22 were citizens concerns.
- Our highest number of tips was 177 in 2004 and our lowest number of tips was 23 in 2012.

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## Hotline Tips

### 47AUDIT (472-8348)

- The public can contact the hotline by dialing 47AUDIT, by emailing [admin@guamopa.org](mailto:admin@guamopa.org), or by visiting our website at [www.opaguam.org](http://www.opaguam.org).
- In addition to audit duties, audit staff are assigned to handle HOTLINE tips and to follow-up and coordinate with the AG's Office for indictment and prosecution.
- While OPA encourages employees and the public to use the hotline, OPA does not have the staff resources to address these tips and concerns in a timely manner.

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## Hotline Tips

### 47AUDIT (472-8348)

- Responding to citizen concerns requires time and effort as it entails research, interviews, and follow-up in order to provide an answer. Despite OPA's limited staff, OPA endeavors to respond timely to these concerns.

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## Hotline Statistics 2001 - 2015

Agencies or Programs	2015	2014	2013	2012	2011	2001 to 2010	TOTAL
Other Agencies and Programs	8	9	10	5	12	284	328
Department of Education	1	7	2	3	3	151	167
Department of Public Works	2	0	1	2	2	72	79
Guam International Airport Authority	1	3	0	0	0	69	73
Mayors Council of Guam	1	0	2	2	1	54	60
Guam Power Authority	1	2	2	2	1	47	55
Department of Corrections	6	1	2	1	2	39	51
Guam Memorial Hospital Authority	0	6	0	0	1	42	49
Guam Waterworks Authority	0	2	1	0	0	43	46
Department of Administration	0	2	2	1	2	31	38
Department of Public Health and Social Services	0	1	1	1	1	27	31
Government of Guam Retirement Fund	0	0	0	0	0	30	30
Guam Housing and Urban Renewal Authority	0	0	1	1	0	27	29
Guam Fire Department	1	1	1	0	0	26	29
Office of the Attorney General	0	1	0	0	1	24	26

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## Hotline Statistics 2001 - 2015

Agencies or Programs	2015	2014	2013	2012	2011	2001 to 2010	TOTAL
Guam Police Department	2	2	0	2	1	17	24
Superior Court of Guam	0	0	0	0	0	24	24
University of Guam	0	2	3	0	0	19	24
Department of Parks & Recreation	1	0	0	0	0	22	23
Guam Mass Transit Authority	2	0	0	1	0	18	21
Guam Visitors Bureau	0	2	0	0	0	18	20
Port Authority of Guam	0	0	3	1	1	15	20
Office of the Governor	1	0	0	0	0	18	19
Guam Telephone Authority	0	0	1	0	0	17	18
Department of Labor	6	1	0	0	0	9	16
General Services Agency	0	0	0	0	1	15	16
Guam Economic Development Authority	2	0	1	1	1	8	13
Department of Land Management	0	1	0	0	0	9	10
<b>Total</b>	<b>35</b>	<b>43</b>	<b>33</b>	<b>23</b>	<b>30</b>	<b>1,175</b>	<b>1,339</b>

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## Technology Roadmap

- OPA utilizes information technology to improve the economy, efficiency, and effectiveness of audit and procurement work.
- OPA transitioned to a more automated audit process utilizing TeamMate in 2015, as well as various data mining and Microsoft office applications.
- Our website serves as a portal for government financial information and our hotline provides an outlet for audit requests and tips.
- Filings of procurement appeals are posted in real time on the web.

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## Technology Roadmap

- The audio of all procurement appeal hearings and pre-hearings are posted on our website.
- In 2015, we upgraded our website with new search features that will allow users access to audits and other government financial information at a click of the mouse.
- We post government agencies' Citizen Centric Reports averaging over 50% of fully or partially compliant agencies.
- Pursuant to P.L. 31-233, we post audio recordings of each monthly meeting of Boards and Commissions of all agencies, public corporations, and departments of the Government of Guam.

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## Transition to More Work Paper Automation

- OPA continues to find ways to make its processes more efficient.
- In FY 2013, OPA upgraded its Microsoft Office suite from 2003 to 2013, as well as its Adobe Acrobat from Adobe VI to XI.
- OPA upgraded to Microsoft Office Server 2008 in FY 2012 which included a free, bundled software- Microsoft SharePoint. This web-based document management software was intended to transition OPA from manual to more paperless auditing.

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## Transition to More Work Paper Automation

- However, without an Information Technology expert on staff or contractor to devote time to SharePoint, the transition never fully materialized.
- After several years of surveying other audit shops within the United States, as well as our counterparts in the Pacific through the Association of Pacific Islands Public Auditors (APIPA) and PASAI, we found many audit organizations are moving towards automating audit processes with software for electronic work papers.
- More notably, DOI OIG transitioned from Auto Audit to TeamMate within the last couple years.

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## Transition to More Work Paper Automation

- OPA issued OPA-RFP-14-01 for audit management software solutions and support services in December 2014.
- In September 2015, OPA went live with its newly implemented audit management software TeamMate.
- The Government of Guam Submission of Citizen Centric Reports for FY 2014 and FY 2013 was completed using TeamMate and released in December 2015.
- There are currently three ongoing performance audits and all of the FY 2015 financial audits on TeamMate.

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## Transition to More Work Paper Automation

- We initially procured 13 licenses for TeamMate. With a complement of 14 staff and room to fill 7 vacancies, OPA is requesting funding for additional licenses and for the annual maintenance costs as part of its FY 2017 budget request.

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## Additional Rental Space and Office Equipment and Furniture

- OPA acquired additional office space at the DNA building, adjacent to its current office space. This space was occupied for over 20 years by the former tenant.
- Renovation of the additional space was completed December 2015. The furniture is currently being installed.
- OPA is requesting funding for the purchase of laptops, printers, and additional Microsoft Office and Adobe Acrobat licenses for FY 2017.

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## DOI OIA Training Grant

- In December 2014, OPA submitted a new training grant to the Department of the Interior's Office of Insular Affairs (DOI OIA) Technical Assistance Division. The \$76,000 training grant was approved in March 2015 and will expire September 2018.
- The primary purpose of the training grants has been to send auditors to the DOI Office of Inspector General (OIG) On-the-Job Training (OJT) Internships, fund local training seminars and certain off-island conferences.
- Due to changes in DOI OIG's internship program and because the program was not available for several years, OPA was unable to send any staff in the last few years.

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## DOI OIA Training Grant

- DOI OIG has reevaluated their program from a two-month internship to a 3-week program.
- OPA is looking forward to send staff to the 3-week program during the summer of 2016.
- Government Auditing Standards require auditors to maintain their professional competence through Continuing Professional Education (CPE). Auditors are required 80 hours of CPEs in a two year period with a minimum of 20 hours each year. (GAS 3.76).
- The 11 auditors averaged 78 CPE hours in 2015, which was largely funded by the DOI OIA Training Grant.

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## PASAI

- The Pacific Association of Supreme Audit Institutions (PASAI) is aligned with the goals of the Pacific Plan to achieve stronger national development through better governance. PASAI is the official association of supreme audit institutions (government audit offices and similar organizations, known as SAIs) in the Pacific region.
- The Public Auditor is a member of the PASAI Governing Board, which is responsible for formulating strategies and policies for the organizations.

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## PASAI

- In February 2014, the Congress adopted a new strategic plan for the next ten years.
- Among the goals are:
  - Audit office independence.
  - The public resources of all participating countries and territories are audited in a timely manner to be issued 6 months after the end of the fiscal year.
  - Government resources are to be assessed for effectiveness and efficiency to uniformly high standards with enhanced audit impacts and improved audit capacity.

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## PASAI Trainings & Cooperative Audits

- For the past five years, PASAI has funded several training for OPA audit staff in performance auditing and other workshops. However, they have discontinued funding these trainings.
- The OPA also participated in the development of PASAI's Performance Audit Manual and two PASAI cooperative audits: the Solid Waste Management Audit and the Public Debt Audit.
- OPA is currently participating in the cooperative audit on Government Procurement.

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## PASAI Trainings & Cooperative Audits

- In November 2015, Public Auditor Doris Flores Brooks and Auditor Clariza Roque attended the INTOSAI Development Initiative (IDI)-sponsored Global Leadership Symposium in Shimla, India.
- In late 2015, INTOSAI introduced the Performance Measurement Framework (PMF) Lite, which is a modified version of the previously issued PMF and was created with smaller audit operations in mind.
- OPA management will review the contents of the PMF Lite version to assess the office for improvement areas to be addressed.

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## Personnel Lapses

- Pursuant to P.L. 33-66, the Legislature allowed OPA to carry over personnel lapses in FY 2015 to FY 2016.
- Due to the continuing recruitment difficulties, OPA again anticipates personnel lapses for FY 2016.
- We ask the Legislature's approval to carry over personnel lapses from FY 2016 into the FY 2017 budget appropriation.

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## OPA Appropriation History

- Between FY 2007 to FY 2016, the Legislature provided OPA with very minimal incremental increases in its annual budget, going from \$1.24M in FY 2007 to \$1.39M in FY 2016.
- This is an increase of 12.4% or approximately 1.2% annually for 10 years.
- OPA has survived on these minimal increases to our annual budget because of personnel lapses from the recruitment and retention challenges.
- For 6 of the 10 years, OPA was afforded carry over authority for its lapses from the prior year.

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## FY 2017 Budget Request: \$1,459,230

- OPA estimates that it would need **\$1,606,545** in FY 2017. This estimate considers the implementation of the Certification Pay per P.L. 33-18, but without any adjustments to the Public Auditor's salary.
- However, based on OPA's appropriation history, we are only requesting a modest increase of 5% or \$69,487 to **\$1,459,230** from our FY 2016 appropriation of \$1,389,743.

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## FY 2017 Budget Request: \$1,459,230

- The difference between what OPA estimates it would need and our budget request can be augmented by allowing OPA to carry-over its lapses from FY 2016 into FY 2017.
- Therefore, OPA is again requesting carry-over authority for its lapses.

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## FY 2017 Budget Estimate & Request

	FY 2017 Estimates
Salaries	\$ 913,193
Benefits	\$ 334,966
<b>Subtotal, Personnel</b>	<b>\$ 1,248,159*</b>
Travel	\$ 15,000
Contractual	\$ 180,355
Rent	\$ 120,971
Supplies	\$ 7,200
Equipment	\$ 27,200
Miscellaneous	\$ 4,660
Telephone	\$ 3,000
<b>Subtotal, Operations</b>	<b>\$ 1,248,159</b>
<b>Subtotal, Personnel &amp; Operations</b>	<b>\$ 1,606,545</b>
<b>FY 2017 BUDGET REQUEST</b>	<b>\$ 1,459,230</b>

\*Implementation of P.L. 33-18 Certification Pay.

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## FY 2017 Budget Request

- Upon hiring additional staff during the year, we anticipate increases in expenses in most categories.
- Travel request to attend conferences and/or training by:
  - National Association of State Auditors, Comptrollers, and Treasurers (NASACT)
  - National State Auditors Association (NSAA)
  - Association of Government Accountants (AGA) Professional Development Training
  - Association of Pacific Island Public Auditors (APIPA)
  - Government Finance Officer Association (GFOA)
  - Association of Certified Fraud Examiners (ACFE)
  - Institute of Internal Auditors (IIA).

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## Retirement Fund Discussions

- The Retirement Fund unfunded liability has now reached \$1.2 billion, with an amortization period of approximately 16 years.
- Various legislative bills have been introduced to address concerns regarding the lack of a safety net for Defined Contribution (DC) employees, which has been and continues to be one of OPA's concerns.
- OPA hopes for the passage of one of these bills in the near future, provided that it does not increase the unfunded liability appreciably or have a corresponding negative effect on GovGuam's future bond ratings.

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## GovGuam Audit Spending

- Two critical aspects can be considered in assessing OPA's performance:
  - The budget execution process.
  - OPA's quality of work.

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## GovGuam Audit Spending

### **Budget Execution Process.**

- In CY 2015, GovGuam spent \$2.7M on audits or less than one-half cent of every dollar of General Fund revenues of \$640.8M.
  - The \$2.7M is comprised of \$1.4M in financial audit costs and \$1.3M in OPA expenditures.

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## GovGuam Audit Spending

### Budget Execution Process.

- With an authorized operational budget of \$1.4M, OPA:
  - Completed 8 audits, analyses, and reports that identified \$47.3M in questioned cost and other financial impact;
  - Monitored 23 financial audits that identified \$271K in questioned costs; and
  - Administered 17 procurement appeals in 2015.
- This equates to a return on investment of 3,423% for every dollar appropriated.

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## GovGuam Audit Spending

### OPA's quality of work.

- Government Auditing Standards require audit organizations to undergo an external quality control review, or peer review, every three years. As part of OPA's efforts to ensure compliance with GAS, the Public Auditor contracted with APIPA to perform the peer review.
- In 2014, OPA received its fifth consecutive "Full Compliance" peer review rating since 2002 and the second time no management letter was issued. This rating is the highest level of compliance given to audit organizations.

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## Procurement Training for OPA Staff

- Pursuant to P.L. 32-131, all OPA staff are required to receive four modules of procurement basic training and continuing education to the extent required under Section and offered by the College in consultation with the Guam Procurement Advisory Council no later than October 1, 2016.
- Given the current workload of OPA staff, we find it difficult to send staff three times a week for a total of 18 hours (exclusive of travel time required to get to the training site) during a three week period for four separate modules.

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## Procurement Training for OPA Staff

- Therefore, OPA will not be able to meet the deadline of October 1, 2016.
- OPA is requesting that the deadline be extended to October 1, 2017 for all OPA staff.

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## New Programs

- Outreach efforts at nominal costs include procurement training and serving on the Education Financial Supervisory Commission and the DOC Blue Ribbon Commission.
- Undergoing performance measurement assessments.
- The transition of manual work papers to an automated audit software.
- Completion of the INTOSAI PMF Lite. From the PMF Lite, assess areas in need of improvements.

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## Prior Year Obligations & Unbudgeted Items

The OPA does not have any Prior Year Obligations to report and unbudgeted items.

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## FY 2017 Budget Request Summary

As part of OPA's FY 2017 budget proposal, we respectfully request that the Legislature:

- Approve OPA's lump sum budget of \$1,459,230 to allow for flexibility.
- Approve OPA's New Positions pursuant to the OPA Compensation Study, if no action has been taken by DOA by our budget hearing date.
- Approve a salary adjustment for the Public Auditor.
- Approve the carry over of lapses from FY 2016 into FY 2017.

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## FY 2017 Budget Request Summary

- Extend the deadline for all OPA staff to complete the procurement training pursuant to P.L. 32-131 to September 30, 2017.
- Continue to give OPA the same privilege given to other elected offices and the Judiciary and be exempted from BBMR allotment control in FY 2017.
- Amend legislation to instead require the audio files be posted on the website of the agency with the Board or Commission and only have the link to the audio files to be posted on the OPA website.

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Si Yu'os Ma'ase.