

General Reporting Requirements

To comply each entity must submit a report to the Speaker of the Legislature (1) manually, (2) electronically- including, but not limited to, diskettes, CD, and/or email, and (3) post it on the entity's website.

Public Law	Requirement from Law	Due Date
<p>29-19, Chapter VI, Section 3 (a)</p>	<p>Staffing Pattern. No later than thirty (30) days after the end of each quarter of Fiscal Year 2008, every director, administrator <i>or</i> head of a government of Guam agency, including line agencies, semi-autonomous agencies, public corporations, the President of the Mayors Council of Guam and the Judiciary of Guam, <i>shall</i> submit to the Speaker of <i>I Liheslaturan Guahan</i> and post on the agency website a current staffing pattern in the format of the Executive Branch FY 2008 Budget Call, as of the previous quarter's ending. Said staffing pattern <i>shall</i> include, <i>at a minimum</i>, the name of every current employee and his position title, salary, increment costs and benefit costs, as well as the funding source for his salary and benefits.</p>	
<p>29-19, Chapter VI, Section 3 (b)</p>	<p>Electronic Data. In addition to the written document required by Subsection (a) hereof, reports <i>shall</i> be submitted in electronic format (including, but <i>not limited to</i>, diskettes, CD, and/or email) to the Speaker of <i>I Liheslaturan Guahan</i>.</p>	
<p>29-19, Chapter VII, Section 2 (a)</p>	<p>Reporting Requirements. <i>No later than</i> thirty (30) days after the end of every fiscal quarter of FY 2008, every director, administrator <i>or</i> head of a government of Guam agency, including line agencies, autonomous and semi-autonomous agencies, public corporations, the President of the Mayors Council of Guam and the Judiciary of Guam, regardless of the source of the entity's appropriations and revenue, <i>shall</i> submit to the Public Auditor of Guam and the Speaker of <i>I Liheslaturan Guahan</i> and post on the entity's website, in written and electronic format (including, <i>but not limited to</i>, diskettes, CDs and email) a report making full disclosure of ALL funds under his <i>or</i> her purview and administration for the preceding quarter. Said report <i>shall</i> be in the form of financial statements <i>or</i> revenue and expenditure reports for every fund he administers, regardless of whether said fund is appropriated, non-appropriated, local <i>or</i> federal and regardless of the source of the funding. This and every reporting requirement imposed by this Chapter shall be subject to the following if any or all of the following requirements are not met: (1) providing a written report; (2) providing an electronic format of the report; and (3) posting the report on the website.</p>	<p>30 days after the end of each quarter (or April 30, 2008 for 2nd Quarter)</p>
<p>29-19, Chapter VII, Section 6</p>	<p>Reporting Requirements for Non-Profit Organizations. All non-profit organizations that receive funds pursuant to this Act <i>shall</i> maintain financial records that accurately account for said funds and <i>shall</i> provide a budgetary breakdown by object category to the department <i>or</i> agency that oversees the appropriation. The non-profit organization <i>shall</i> also provide to said department: (a) A quarterly report describing its activities during the reporting period and the results it achieved <i>no later than</i> twenty (20) days after the end of each quarter; (b) Notification of all procurement of equipment and services of Five Thousand Dollars (\$5,000) <i>or</i> more prior to awarding the contract therefore; (c) Access to the overseeing department <i>or</i> agency's duly authorized representative, and Government of Guam auditors, to appropriate records for the purpose of audit and examination of books, documents, papers and records of funds expended under the appropriation; (d) Submission of a detailed inventory listing of each year's purchases, as certified by its certifying officer; and (e) A Final Report to the overseeing department <i>or</i> agency for submission to <i>I Liheslaturan Guahan</i> containing a full disclosure of all expenditures of funds appropriated by this Act no later than November 15, 2008. The overseeing department <i>or</i> agency shall post the same on its website. (f) Non-compliance with these reporting requirements will subject the non-profit organization to a three percent (3%) reduction of its appropriation(s) and the overseeing agency's contract with the organization shall so provide.</p>	