OFFICE OF THE PUBLIC AUDITOR

April 17, 2007

MEMORANDUM

To: Heads of Executive Departments and Agencies
Autonomous Entities
Judiciary of Guam
Public Corporations
Boards and Commissions

From: Doris Flores Brooks, Public Auditor

Subject: Reporting Requirements Pursuant to Public Laws 28-149 and 28-150

As part of our efforts to improve the reporting process as required by the FY 2007 Budget Act (P.L. 28-149 and 28-150), the Office of the Public Auditor has prepared the attached guidance to aid government entities in fulfilling their reporting requirements.

Should you have any questions about the guidance, please contact Lourdes R. Perez at 475-0390, ext. 210 or Paul Gentry at ext. 203.

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Guidance for Complying With FY 2007 Reporting Requirements

Quarterly financial reports include non-appropriated funds and non-profit organizations receiving General Fund appropriations.

Quarterly Financial Reports Due no later than 30 days after the quarter ends, or 45 days from when the quarter ends (grace period). For the quarterly financial reports, we suggest the Budget Digest format to be used for the 2nd quarter ended March 31, 2007 and for the 6 months ended March 31, 2007 (or year to date). Autonomous agencies should submit reports in their financial report form.	**Reporting Requirements** (1) Submit a manual report (please provide copy of date stamped by the Speaker's Office to OPA), and (2) Submit an electronic format of the report (either via e-mail, diskette, or CD), and (3) Post the required report on the entity's website (please indicate the website address where the reports are located).
Staffing Pattern Reports Due monthly, within 30 days after the close of the prior month. Note: we have suggested to the Legislature a quarterly submission; however, until the law is changed, monthly submissions are required.	(1) Submit a manual report (please provide copy of the date stamped by the Speaker's Office to OPA), and (2) Submit an electronic format of the report (either via e-mail, diskette, or CD), and (3) Post the required report on the entity's website (please indicate the website address where the reports are located).
Other Special Reports Due dates vary (please check the public laws for those dates).	(1) Submit a manual report (please provide copy of the date stamped by the Speaker's Office to OPA), and (2) Submit an electronic format of the report (either via e-mail, diskette, or CD), and (3) Post the required report on the entity's website (please indicate the website address where the reports are located).

Failure to comply by the due date for each reporting requirement may lead to an automatic five percent deappropriation of the entity's total appropriations, or a payment penalty equal to five percent of an autonomous entity's current fiscal year revenues if no appropriations are received.

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