




OFFICE OF THE PUBLIC AUDITOR

November 16, 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: Notification of Reporting Requirements Pursuant to Public Law 29-19.

The Office of the Public Auditor (OPA) is required by law to provide notice to all directors of their responsibilities pursuant to Public Law (P.L.) 29-19, the *FY 2008 Budget Act*. We are currently reviewing the Budget Act, and are in the process of preparing a summary list of reporting requirements of each entity.

We ask that you carefully review your agency's reporting requirements in P.L. 29-19 to ensure that there are no additional requirements. Failure to comply with any of the reporting requirements may result in a 20% salary reduction of your salary, your deputy and your Chief Financial Officer. We suggest that you review OPA's report on compliance for the FY 2007 third quarter to determine whether your agency met all the reporting requirements and whether any penalties were imposed for non-compliance. The report is available on our website at www.guamopa.org.

In addition, the Bureau of Information Technology had developed standardized formats for the quarterly financial and staffing pattern reports specifically developed for executive line agencies they are available to other agencies, boards, or commissions should they choose to use it.

Should you have any questions regarding the new format, please contact Jim Lacson at 475-1113 or jim.lacson@bit.guam.gov. For questions on reporting requirements, please contact Franklin Cooper-Nurse at 475-0390 ext. 217, Vincent Duenas at ext. 218, or Yuka Cabrera at ext. 203.