

Department of Administration

**Other Reporting Requirements
FY 2009 3rd Quarter**

To comply, each entity must (1) provide an electronic format of the report to all Senators (CD, diskette, and/or e-mail); (2) post the report on the website; and (3) submit one hard copy of said report to the Speaker of I Liheslaturan Guahan.

Public Law	Requirement from Law	Due Date
<p>29-113, Chapter V, Part II, Section 8</p>	<p>Government Claims Fund. The sum of Ninety-four Thousand One Hundred Seventy-six Dollars (\$94,176) is appropriated from the General Fund to the Department of Administration to the Government Claims Fund for payment of approved government claims in Fiscal Year 2009, The Director of Administration shall, no later than thirty (30) days after the end of each quarter, submit a quarterly report of the expenditures from this appropriation to the Speaker of I Liheslaturan Guahan, describing all expenditures made pursuant to this appropriation and post the same on the Department's website.</p>	<p>3rd Quarter- 7/31/2009 4th Quarter- 10/31/2009</p>
<p>29-113, Chapter V, Part II, Section 9</p>	<p>Residential Treatment Fund. The sum of Nine Hundred Fifty-nine Thousand One Hundred Thirty-two Dollars (\$959,132) is appropriated from the General Fund to the Department of Administration (DOA) in Fiscal Year 2009 to pay the expenses of persons under the jurisdiction of the Superior Court of Guam who require residential care because of physical, mental or emotional disabilities or severe emotional disturbance. All such persons and their escorts referred off Guam for treatment and care shall submit to the Director of Administration appropriate documentation to justify and receive reimbursement of their travel expenses. The Director of Administration shall, no later than thirty (30) days after the end of each quarter, submit a quarterly report of the expenditures from this appropriation to the Speaker of I Liheslaturan Guahan, describing all expenditures made pursuant to this appropriation and post the same on the Department's website.</p>	<p>3rd Quarter- 7/31/2009 4th Quarter- 10/31/2009</p>
<p>29-113, Chapter VI, Section 62</p>	<p>Indirect Cost Fund. The Director of Administration shall account for and administer the Indirect Cost Fund. The Director shall keep all books, records, files and accounts of the Indirect Cost Fund. The Director shall prepare monthly reports relative to the Indirect Cost Fund reflecting the transactions and the financial condition of the Indirect Cost Fund, which monthly reports shall be transmitted to I Liheslatura and I Maga'lahaen Guahan."</p>	<p>No Due Date</p>
<p>29-113, Chapter VI, Section 79</p>	<p>Deficit Reduction. I Liheslatura finds that in order to work effectively reduce the deficit currently reflected for the government of Guam, it will need to repeal or deappropriate past appropriations which remain outstanding but not expended. To assist in this effort, the Department of Administration in collaboration with the Office of Finance and Budget shall submit a report to the speaker of I Liheslatura delineating any appropriation from fiscal years prior to 2008 which has not been encumbered or fully expended as of the date of the report. Thereafter, monthly updates to the report shall be submitted until unexpended appropriations from prior fiscal years are eliminated by repeal or other operation of law.</p>	<p>No Due Date</p>
<p>29-113, Chapter VII, Section 35 (c)</p>	<p>Travel. Travel by I Maga'lahaen Guahan, I Segundu Na Maga'lahaen Guahan, Mayors and Vice-Mayors, the Attorney General and other officials to represent the people of Guam at meetings and functions determined critical to the welfare of Guam by I Maga'lahaen Guahan, provided that the Director of Administration shall provide a monthly report to the Speaker of I Liheslaturan Guahan on such travel expenses by the fifth (5th) day of each subsequent month thereafter.</p>	<p>3rd Quarter FY 2009 April report due 05/30/09 May report due 06/30/09 June report due 07/30/09</p>

**29-113, Chapter VII,
Section 19**

Reports on Bonds Proceeds. Heads of the departments and agencies that receive bond proceeds pursuant to Title 5, Guam Code Annotated, §22435(k) shall report to I Liheslaturan Guahan regarding the expenditure of said funds no later than thirty (30) days after the end of every fiscal quarter and shall provide a close-out to I Liheslaturan Guahan upon the completion of projects listed in that Subsection. If such proceeds are not sufficient to complete the project, the agency head shall advise I Liheslaturan Guahan in writing regarding the amount of funds necessary for completion.

3rd Quarter- 7/31/2009
4th Quarter- 10/31/2009