

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
BUDGET DOCUMENT CHECKLIST**

Department/Agency: Guam Public Library System

Date Received by BBMR: _____

Division/Program: Public Service

Date Reviewed: _____

Checklist for FY 2007 Budget Review

	<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	N/A	N/A	N/A
Is the summary consistent with detail pages?	X	_____	_____	_____
Are the required budget forms attached?				
a. Agency Budget Certification Form [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]	X	_____	_____	_____
e. Agency Staffing Pattern Forms [BBMR SP-1]	X	_____	_____	_____
f. Federal Program Inventory Form [BBMR FP-1]	X	_____	_____	_____
g. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	X	_____	_____	_____
I. Agency Budget Certification Form [BBMR ABC]				
1. Department/Agency certified that all amounts requested are sufficient to execute the mission, goals, and objectives and that a complete and accurate review has been made on all budget documents?	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]				
A.) 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)?	X	_____	_____	_____
2. Are amounts reflected in each column accurate?	X	_____	_____	_____
3. Are computations correct?	X	_____	_____	_____
<u>Utilities</u>				
1. Are amounts reflected in each column correct?	X	_____	_____	_____
<u>Indirect Cost</u>				
1. If applicable, are indirect cost reflected in each column accurate?	N/A	_____	_____	_____
<u>Capital Outlay</u>				
1. Are amounts reflected under columns, "Governor's Request", consistent with schedule F as detailed in the budget digest subform, [BBMR 96A]?	X	_____	_____	_____
<u>Full Time Equivalencies (FTEs)</u>				
1. Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	X	_____	_____	_____

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B.) BBMR TA-1				
1. Is the purpose/justification for travel defined?	N/A	_____	_____	_____
2. Is/Are the travel date(s) and number of travelers reflected?	N/A	_____	_____	_____
3. Is/Are the position title(s) of the traveler(s) reflected?	N/A	_____	_____	_____
4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?	N/A	_____	_____	_____
C.) BBMR 96A				
1. Are "Items" under schedules B - F listed in <u>detail</u> ?	X	_____	_____	_____
2. Is the "Quantity" under schedules B - F reflected for respective items?	X	_____	_____	_____
3. Is the "Unit Price" and "Total Price" accurate for each item under schedules B - F?	X	_____	_____	_____
V. Agency Staffing Patterns Forms [BBMR SP-1]				
1. Are position titles correct?	X	_____	_____	_____
2. Are position numbers reflected?	X	_____	_____	_____
3. Are the salary levels consistent with the Civil Service Commission, Classification and Pay Plan?	X	_____	_____	_____
4. Are filled positions funded?	X	_____	_____	_____
5. Are vacancies reflected?	X	_____	_____	_____
6. Is funding for vacancies requested?			X	_____
7. Did request to fund vacancies receive Governor's approval?			X	_____
8. Are increment amounts reflected (should be no per Public Law)?	X	_____	_____	_____
9. Are rates reflected under "Benefits" correct?	X	_____	_____	_____
10. Are computations correct?	X	_____	_____	_____
VI. Federal Program Inventory Form [BBMR FP-1]				
1. Is the form complete and accurate?	X	_____	_____	_____
VII. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	X	_____	_____	_____
2. Is the "quantity" and "percentage of use" reflected?	X	_____	_____	_____
3. Are space requirements descriptive and total space reflected and accurate?	X	_____	_____	_____

DEPARTMENT: GUAM PUBLIC LIBRARY SYSTEM

Prepared By: Sandra M. Stanley, Administrative Officer
February 17, 2006

BBMR ACTION

Recommendation

Approval

Disapproval

Approved By: Cristina N. M. Watson, Acting Director
(Signature of Dept/Agency Head)
February 17, 2006

Analyst

Date