

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FY 2008 BUDGET DOCUMENT CHECKLIST**

BBMR BDC-1

Department/Agency: Guam Public Library System **Date Received by BBMR:** _____
Division/Program: Public Service **Date Reviewed:** _____

	<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	_____	_____	_____
Is the summary digest consistent with detail pages?	X	_____	_____	_____
Are the required budget forms attached?	X	_____	_____	_____
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. FY 2008 (Proposed) Agency Staffing Pattern Forms [BBMR SP-1]	X	_____	_____	_____
f. FY 2007 (Current) Agency Staffing Pattern Forms [BBMR SP-1]	X	_____	_____	_____
g. Federal Program Inventory Form [BBMR FP-1]	X	_____	_____	_____
h. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	X	_____	_____	_____
I. Agency Budget Certification Form [BBMR ABC] Has the Department/Agency certified that all amounts budgeted are within the Governor's established ceiling and are in order of priority to execute the mission, goals and objectives of this department for FY 2008?	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> Are amounts reflected in each column correct?	X	_____	_____	_____
<u>Capital Outlay</u> 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> 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 Pattern 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 increment amounts reflected (should be no per Public Law)?	X	_____	_____	_____
6. Are rates reflected under "Benefits" correct?	X	_____	_____	_____
7. Are computations correct?	X	_____	_____	_____
VI. Federal Program Inventory Form [BBMR FP-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:

Prepared By: Sandra M. Stanley
April 9, 2007

Approved By: Teresita L. G. Kennimer, Acting Director
(Signature of Dept/Agency Head)
April 9, 2007
Date

BBMR ACTION:

Recommendation

Approval
 Disapproval

Analyst

Date