

Central, GSA
 fax 475-1727
 (4 pages)



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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JUN 21 2006

CARLOS P. BORDALLO
 DIRECTOR



BBMR Circular No: 06-06

To: All Departments & Agencies
 From: Director, Bureau of Budget and Management Research
 Subject: Compliance with Reporting Requirements

Please be advised that BBMR Circular No. 06-05 gave a deadline of June 9th for your department / agency to have a link to your financial reports on your website (copy attached). The Bureau has received updated information from the Bureau of Information Technology that new links (domain names) have been established to facilitate access to your agency's quarterly expenditure and contract information reports. If you have not executed the placement of the links in your website per BBMR 06-05, you are to instead utilize the links below and post them as soon as possible:

- Budget Appropriations, Expenditures & Encumbrance info. - <http://budget.guam.gov>
- Contract information - <http://contracts.guam.gov>

If your department / agency already posted the links per Circular No. 06-05, please update them accordingly.

In addition, agencies are required to adhere to the following steps needed to fulfill the mandate required under P.L. 28-57 and P.L. 28-68:

- To print out their departments' quarterly expenditure and contractual listing from the above listed links on the 15th day subsequent to end of each quarter.
- To certify, utilizing a separate cover letter, the information contained in the quarterly reporting for expenditures and contracts are true and correct, with a copy of this certification to accompany your hard copy reports.
- To transmit your department's certified quarterly financial and contractual report to the Speaker of I Liheslatura within 30 days of the close of each quarter of the fiscal year.

For those departments that have yet to establish a website, you are reminded of P.L. 28-57 mandates to do so as well as P.L. 28-68 (Ch.V, Sec.2) which requires all departments to post their financial reports on their respective websites. In the interim, those without websites may obtain the quarterly reports using BBMR's Report link with the Governor's Office (<http://guamgovernor.net/BBMR/Reports.html>).

Please submit a status report to BBMR by Friday, June 23, 2006 on whether the links listed above have been made accessible on your website. If not please state the reason(s) and projected date when it will be made available. Be apprised that your agency may be subject to de-appropriation should certain reporting requirements not be met.

As previously stated in Circular No. 06-05, Jim Lacson, Chief Information Officer of the Bureau of Information and Technology, can be contacted for assistance. He can be reached at 475-1113 or via e-mail at jlacson@mail.gov.gu.

Thank you for your continued cooperation.


CARLOS P. BORDALLO

Attachment

Cc: Governor
Office of the Public Auditor
Office of the Attorney General
Speaker, I Liheslaturan Guahan
Bureau of Information & Technology