GUAM DEPARTMENT OF EDUCATION FINANCIAL SUPERVISORY COMMISSION (EFSC)

Galleria A, 1st Floor GDOE Central Office Tiyan

December 27, 2018

MEETING MINUTES

AGENDA	DISCUSSION/TOPIC	ACTION/STATUS
In Attendance		
I. Call to Order	Bill Taitingfong, BBMR Ricky Hernandez, OFB — Helen Legaspi, GDOE Mary Grace Edrosa, DOA — Travis Carbon, GDOE Edlyn Dalisay, OPA — Justin Castro, GDOE	
II Review and Approval Minutes **a.** November 29, 2018 Meeting	Meeting was called to order at 3:11 pm at the Building A, 1st Floor GDOE FSAIS Training Room, Tiyan. Item 2 of the agenda, approval of the November 29, 2018 minutes. BBMR moved to approve the November 29, 2018 minutes, subject to corrections. Motion was seconded by DOA and with no objections, the motion passed.	
III. Old Business **a** GDOE Cash Report FY2019	GDOE distributed FY19 Cash Update. As of December 27, 2018 GDOE total FY19 cash received GF Operations $47,261,622 cash received, $0 variance with DOA and Allotment vs Cash variance; GF Chamorro Studies $7,866.80 cash received, $0 DOA variance, $98,959 allotment vs cash variance; GF SSHS Procurement $0 Cash and DOA Variance, $250,000 Allotment vs Cash Variance; Textbook $0 Cash received and variance with DOA, $750K Allotment vs cash variance; TEFF $1,074,698.57 cash received, $0 DOA variance, $3,522,577.43 allotment vs cash variance; TEFF 1st Gen Trust $0 cash received, DOA and allotment vs cash variance. Total cash received for PLRF $244,556 cash received, $0 DOA and allotment vs cash variance; HFF-Sports $105,564 cash received, $95,913 DOA and allotment vs cash variance; HPA $22,187 cash receive, $49,973 DOA and allotment vs cash variance; and Limited Gaming $131,228 cash received, $0 DOA variance, and allotment vs cash variances. Simon Sanchez FY18 GF Continuing OEA & A & E $0 allotment	

	release, $0 cash received, $0 DOA variance, $1,500,000 allotment vs cash variance. Overall grand total (excluding FY18 GF Continuing and JFKHS FY19 $1,568,000 Maint. & Insurance) $48,847,722.37 GDOE cash received, $145,886 DOA variance, $4,621,536.63 allotment vs cash variance.	
b. Reconciliation of Cash Disbursements	Excluding $1,568,000 payment on behalf of GDOE for JFKHS Maintenance & Insurance, DOA reported the FY2019 cash Disbursement report reconciles for all accounts except TEFF – a variance of $180. OFB asked has there been any changes to the weekly cash disbursements. DOA responded the weekly amount has been reduced. GDOE stated its $3,687,000 per week. OFB asked whether there are any cash flow issues. GDOE stated yes, power payments are still waiting for cash releases.	
c. BBMR Appropriation/Allotment Status	Item III (c). BBMR Appropriation/Allotment Status Reports item III. BBMR distributed BBMR Appropriation/Allotment Status Report FY2019 as of December 27, 2018: GF Operations appropriation $188,360,473, total released $47,261,622 and expended, unalloted balance $141,099,121; Charter School Appropriation Balance $9,057,268, appropriation $1,539,496 ($449,182 Guahan, $590,314 I'learn, $500,000 Science is Fun), allotment release $1,539,496, year to date expended $2,131,753.35, available -$592,257.35 awaiting de-appropriation. GF SSHS Procurement appropriation $1M, YTD allotment release $250K, YTD expenditure $0 available, $750K unalloted; Chamorro Studies appropriation $401,207, YTD allotment release $106,826, YTD expenditures $7,866.80, available $98,959.20, unalloted balance $294,381; Textbooks appropriation $1.5M, YTD allotment release $750K, $0 expenditures, $750K available, and $750K unallotted balance. TEFF Operations appropriation $13,697,608, YTD allotment $4,597,276, YTD expenditures $1,074,698.17, available $3,522,577.43, unalloted balance $9,100,332; TEFF – 1st Generation Fund appropriation $100K, $0 YTD release, expended,	

	available and $100K unalloted balance. PLRF appropriation $978,236, YTD allotment $244,556 released and expended, $0 available and $733,680 unalloted balance; HFF-Interscholastic Sports appropriation $612K, YTD allotment release $201,477 and expended, $0 available with $410,523 unalloted balance; HFF- Health & Physical Activities appropriation $279,754, YTD allotment $72,160 and expended with $207,594 unalloted balance. Limited Gaming appropriation $524,913, YTD allotment $131,228, $0 YTD expenditures, available $131,228 with $393,685 unalloted balance. Grand Total appropriation $217,864,941, YTD allotment release $55,154,641, YTD expenditures $50,994,133.72, available $4,160,507.28, unalloted balance $162,710,300. GDOE regarding SSHS Procurement: last year it was $1.5M and BBMR stated it is available.	
d. Accounts Payable Aging	Item III (d) Accounts Payable Aging. GDOE distributed and reported as of December 27, 2018 total AP Aging Balance of $8,017,039.90 ($7,016,369.66 Local, $999,562.31 Federal); the variance is from the NAF Student Account, Vendor 99998): current outstanding $1,524,967.51; 30 to 60 days $1,670,733.52; 60 to 90 days $1,249,181.26; and 90 days and over $3,572,157.61. Batched invoices $480,782.09, Unposted Payroll $3,798,707.81, unbatched $3,530,987.33 brings overall total AP Aging to $15,827,517.13.	
e. Transition of FSD Prepration	Item III (e) Transition of FSD Preparation. OFB stated with the new term there may be changes in the makeup with the Commission membership (specific appointed directors or designees) and procedures for operations: new directors (BBMR, DOA, etc.) or their designee and the OFB staffing. General discussion on EFSC mandates and internal assignments of tasks amongst the membership. Suggest may schedule a special session for a transition work session to discuss the changes in membership and if any, in EFSC reporting procedures and operations.	

IV. Financial Status Designation for the Month Ended **a.** FY2019 October 2018 November 2018	Item IV FY 2019 Financial Status Designation for the months ended October 31, 2018 and ending November 30, 2018. OFB noted because there are pending modifications for the month of November, and suggested members table action on the November FSD. For the month ending October 31, 2018, the FSD indicates C-Watches in category 112 Overtime; 230 Contractual; 361 Power; and 362 Water and an overall projected shortfall of $5,648,209. Year to Date Variances or B-Warnings in category 112 Overtime; and 290 Miscellaneous. OFB asked why there is such a large contractual expenditure. GDOE stated it may be due to TPFA contract which runs from November thru October, however, will look into that issue and include it in its response or Corrective Action Plan for the October 2018 FSD. OFB noted last page of the report are the labor costs, which is just one month of data at $6.3M per pay period average for 26 pay periods, as well, an apparent drop in the average labor costs for 21 pay period employees; total average labor cost per pay period a little less than $7M. BBMR motion to approve the October 2018 FSD report. Motion was seconded by OPA and with no objection, the motion carried. BBMR motioned to table approval of the November 2018 FSD for next meeting. OPA seconded the motion and without objection, motion carried.	
V. New Business	OFB under new business, OFB thanked members for their cooperation and collaboration on the work of EFSC to date; their efforts have helped increase cooperation to achieve the ultimate goal and purpose of the EFSC which is to assist and support GDOE. General discussion on how the transition would be done. OFB stated they would provide a write up and step by step procedure on how the reports are currently being done and leave it to the new members, staff, etc. of the incoming OFB office.	

a. Next Meeting Date and Time **VI. Adjournment**	Next item is the next meeting date. Members agreed OFB tentatively schedule for 3pm, Thursday January 24, 2019 for the EFSC January 2019 meeting and reserve the conference room in GDOE Building B in Tiyan. BBMR motioned to adjourn the meeting. DOA seconded the motion and without objection, meeting was adjourned at 3:53pm.	