



JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF
EDUCATION
INTERNAL AUDIT OFFICE**

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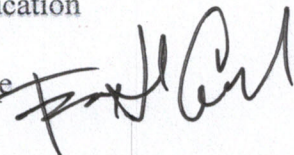


**FRANKLIN
COOPER-NURSE**
Chief Internal Auditor

May 4, 2017

MEMORANDUM

To: Jon P. Fernandez
Superintendent of Education

From: Franklin Cooper-Nurse
Chief Auditor 

Subject: April 2017 Review of Guahan Academy Charter School Inc. (GACS)'s Invoices

Hafa Adai,

The Internal Audit Office (IAO) has completed its review of GACS's allotment request for the month of April 2017. Please see the attached report for IAO's complete review and results.

Should you have any questions or concerns, please contact Leana Willess at 300-3697 or lmwilless@gdoe.net, and Franklin Cooper-Nurse at 300-1336 or ftcooper-nurse@gdoe.net.

Cc: Deputy Superintendent of Finance and Administrative Services

May 4, 2017

Page 2 of 6

**Guam Department of Education
Internal Audit Office
Review of Guahan Academy Charter School Inc. Invoices
For the Period of April 2017**

Purpose: To validate Guahan Academy Charter School Inc. (GACS)'s invoices for April 2017

Source: Joseph Limtiaco Cabana, Finance Officer for GACS

Prepared by: Franklin Cooper-Nurse, Chief Auditor, Guam Department of Education (GDOE)
Leana Willess, Auditor, GDOE

Results: Pursuant to Public Law 33-185, upon receipt of invoices, GDOE shall verify invoices for accuracy and report its finding to the Department of Administration (DOA) within ten (10) calendar days. Internal Audit Office (IAO)'s review focused on validation of April 2017 expenditures. The results were as follows:

Table 1: April 2017 Allotment Request Invoices (Partial)

April 2017 Monthly Validation		A	B	C	(B-C)	(A-C)
					E	F
	Object Class	GACS Drawdown	Submitted Invoices	IAO's Validation	Carryover Invoices	Unsupported/Lapses
	1 Personnel Salaries	\$ 76,010.87	\$ 72,818.59	\$ 72,818.59	\$ -	\$ 3,192.28
	2 Benefits	\$ 12,431.40	\$ 12,431.40	\$ 12,431.40	\$ -	\$ -
	3 Contractual	\$ 29,044.98	\$ 29,044.98	\$ 27,644.98	\$ -	\$ 1,400.00
	4 Supplies & Materials	\$ 14,875.53	\$ 14,876.63	\$ 14,875.53	\$ 1.10	\$ -
	5 Student Material	\$ -	\$ -	\$ -	\$ -	\$ -
	6 Power	\$ 7,305.22	\$ 7,305.22	\$ 7,305.22	\$ -	\$ -
	7 Water	\$ 2,326.46	\$ 2,326.46	\$ 2,326.46	\$ -	\$ -
	8 Telephone & Wireless	\$ 2,472.73	\$ 2,472.73	\$ 2,472.73	\$ -	\$ -
	9 Miscellaneous	\$ 188,702.40	\$ 188,826.80	\$ 188,702.40	\$ 124.40	\$ -
	10 Drug Testing*	\$ 522.00	\$ 522.00	\$ 522.00	\$ -	\$ -
	TOTAL	\$ 333,691.59	\$ 330,624.81	\$ 329,099.31	\$ 125.50	\$ 4,592.28

*LabTech, Inc. invoices were reclassified from Object Code and Class 290 Miscellaneous to 271 Drug Testing per GACS' request.

On April 28, 2017, the IAO received DOA's transmittal for GACS's April 2017 Partial Allotment Request of \$333,691.59 and invoices from the Office of the Superintendent. ***The IAO validated \$329,099.31 of GACS's submitted invoices for the month of April 2017.*** See Table 2 for the list of submitted invoices.

Additionally, the IAO identified a \$3,192.28 variance for Personnel Salaries, \$1,400 for Contractual, \$1.10 for Supplies and Materials, and \$124.40 for Miscellaneous. The variance for Personnel Salaries and Supplies and Materials are due to GACS's miscalculations. The variance for Contractual was due to the inclusion of a duplicate invoice previously validated in March 2017. The variance for Miscellaneous is due to submitted invoices exceeding budget request. The amount for Miscellaneous may be reimbursed in the next reporting period if GACS includes the balance in its next budget request and DOA approves the allotment of funds.

Table 2: GACS April 2017 Partial Allotment Request Invoices

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
111 Personnel	G-2.1	Sanford Technology Group	181106-30H	4/5/2017	\$ 76,010.87		\$ 72,818.59
						Subtotal	\$ 72,818.59
112/114 Personnel Benefits	G-3.1	Sanford Technology Group	181106-30H	4/5/2017	\$ 4,712.66	✓	\$ 4,712.66
112/114 Personnel Benefits	G-3.2	Sanford Technology Group	181106-30H	4/5/2017	\$ 1,102.15	✓	\$ 1,102.15
112/114 Personnel Benefits	G-3.3	Sanford Technology Group	181106-30H	4/5/2017	\$ 4,249.65	✓	\$ 4,249.65
112/114 Personnel Benefits	G-3.4	Sanford Technology Group	181106-30H	4/5/2017	\$ 2,366.94	✓	\$ 2,366.94
						Subtotal	\$ 12,431.40
230 Contractual	G-4.1	American Passport Renewal Center	4	4/3/2017	\$ 222.00	✓	\$ 222.00
230 Contractual	G-4.2	ASC Trust Corporation	53511	4/5/2017	\$ 156.00	✓	\$ 156.00
230 Contractual	G-4.3	De Villa Resort Development	1902	4/1/2017	\$ 2,200.00	✓	\$ 2,200.00
230 Contractual	G-4.4	Pacedit	70694	4/1/2017	\$ 555.00	✓	\$ 555.00
230 Contractual	G-4.5	Pearson	11119835	4/4/2017	\$ 820.21	✓	\$ 820.21
230 Contractual	G-4.6	Sanford Technology Group	181106-30H	4/5/2017	\$ 297.87	✓	\$ 297.87
230 Contractual	G-4.7	The Advocate	04-01-2017	3/31/2017	\$ 6,000.00	✓	\$ 6,000.00
230 Contractual	G-4.8	The Law Office of Lenny Rapadas, P.C.	2015-001-019	4/5/2017	\$ 4,699.50	✓	\$ 4,699.50
230 Contractual	G-4.9	The Tax Shelter, Inc.	17-1438	3/15/2017	\$ 1,400.00	✓	\$ -
230 Contractual	G-4.10	Trades Academy	10640	3/31/2017	\$ 11,000.00	✓	\$ 11,000.00
230 Contractual	G-4.11	Xerox	088713092	4/1/2017	\$ 1,434.86	✓	\$ 1,434.86
230 Contractual	G-4.12	Xerox	088713117	4/1/2017	\$ 259.54	✓	\$ 259.54
						Subtotal	\$ 27,644.98
290 Miscellaneous	G-5.1	Deborah Pickelsimer		4/12/2017	\$ 100.00	✓	\$ 100.00
290 Miscellaneous	G-5.2	Fast Copy Factory	19851	4/1/2017	\$ 242.74	✓	\$ 242.74
290 Miscellaneous	G-5.3	Fast Copy Factory	19835	3/27/2017	\$ 266.00	✓	\$ 266.00
290 Miscellaneous	G-5.4	Fast Copy Factory	19854	4/4/2017	\$ 124.40	✓	\$ -
290 Miscellaneous	G-5.5	George V. Cruz		1/20/2017	\$ 177,500.00	✓	\$ 177,500.00
290 Miscellaneous	G-5.6	Guahan Academy Charter School		3/31/2017	\$ 2,200.00	✓	\$ 2,200.00
290 Miscellaneous	G-5.7	Shooting Star Production	17_10296	2/13/2017	\$ 4,520.00	✓	\$ 4,520.00
290 Miscellaneous	G-5.8	SHRM Guam Chapter		3/38/2017	\$ 70.00	✓	\$ 70.00

290 Miscellaneous	G-5.9	Smart Copy	1702-11	3/24/2017	\$	808.79	✓	\$	808.79
290 Miscellaneous	G-5.10	Smart Copy	1703-11	4/3/2017	\$	2,329.87	✓	\$	2,329.87
290 Miscellaneous	G-5.11	Treasurer of Guam	2217069660	3/29/2017	\$	665.00	✓	\$	665.00
							Subtotal	\$	188,702.40
240 Supplies and Materials	G-6.1	American Printing	5574	4/4/2017	\$	70.00	✓	\$	70.00
240 Supplies and Materials	G-6.2	McGraw Hill Education	97009700001	3/15/2017	\$	12,426.44	✓	\$	12,426.14
240 Supplies and Materials	G-6.3	McGraw Hill Education	97149900001	3/28/2017	\$	825.00	✓	\$	825.00
240 Supplies and Materials	G-6.4	National Office Supply	172083	3/6/2017	\$	23.20	✓	\$	23.20
240 Supplies and Materials	G-6.5	National Office Supply	005210	4/3/2017	\$	44.07	✓	\$	44.07
240 Supplies and Materials	G-6.6	Pepsi Cola Bottling Co.	758130	3/23/2017	\$	1,070.80	✓	\$	1,070.00
240 Supplies and Materials	G-6.7	Shop-4-Less		4/4/2017	\$	417.12	✓	\$	417.12
							Subtotal	\$	14,875.33
361 Power	G-7.1	Guam Power Authority		4/10/2017	\$	7,305.22	✓	\$	7,305.22
							Subtotal	\$	7,305.22
362 Water	G-8.1	Guam Waterworks Authority	029531334712	4/5/2017	\$	2,326.46	✓	\$	2,326.46
							Subtotal	\$	2,326.46
363 Telephone and Wireless	G-9.1	IT&E		4/15/2017	\$	416.99	✓	\$	416.99
363 Telephone and Wireless	G-9.2	GTA	10320251	4/1/2017	\$	2,055.74	✓	\$	2,055.74
							Subtotal	\$	2,472.73
271 Drug Testing	G-10.1	Labtech, Inc.	LT-11487	8/31/2016	\$	275.00	✓	\$	275.00
271 Drug Testing	G-10.2	Labtech, Inc.	LT-11488	9/30/2016	\$	75.00	✓	\$	75.00
271 Drug Testing	G-10.3	Labtech, Inc.	LT-11489	10/31/2016	\$	125.00	✓	\$	125.00
271 Drug Testing	G-10.4	Labtech, Inc.		6/30/2016	\$	47.00	✓	\$	47.00
							Subtotal	\$	522.00

Per PL 33-185, IAO validated \$4,055,921.66 for School Year (SY) 2016 – 2017. The law provides \$6,500 for each student up to 740 students or a total of \$4,810,000. As of April 21, 2017, 714 students were enrolled in GACS. See Tables 3 and 4.

Table 3: SY 2016-2017 Validation Summary

Month	GACS	Submitted	IAO's	Unsupported/
	Drawdown	Invoices	Validation	Lapses
July 2016 (Partial)	\$ 143,772.78	\$ 143,772.78	\$ 143,772.78	\$ -
July 2016 (Final)	\$ 229,600.76	\$ 229,600.76	\$ 229,600.76	\$ -
August 2016	\$ 308,098.66	\$ 302,136.14	\$ 302,136.14	\$ 5,962.52
September 2016	\$ 363,891.77	\$ 363,891.97	\$ 363,891.77	\$ -
SY 2016-2017; FY 2016 Subtotal	\$ 1,045,363.97	\$ 1,039,401.65	\$ 1,039,401.45	\$ 5,962.52
October 2016 (Partial and Final)	\$ 801,410.41	\$ 801,410.41	\$ 800,083.21	\$ 1,327.20
November 2016	\$ 340,264.80	\$ 340,264.80	\$ 340,264.80	\$ -
December 2016	\$ 358,117.00	\$ 358,117.00	\$ 358,117.00	\$ -
January 2017	\$ 466,237.42	\$ 466,237.42	\$ 466,237.42	\$ -
February 2017	\$ 440,597.67	\$ 440,597.67	\$ 427,256.40	\$ 13,341.27
March 2017	\$ 304,482.97	\$ 304,482.97	\$ 295,460.97	\$ 9,022.00
April 2017	\$ 333,691.59	\$ 330,624.81	\$ 329,099.31	\$ 4,592.28
SY 2016-2017; FY 2017 Subtotal	\$ 3,044,801.86	\$ 3,041,735.08	\$ 3,016,519.11	\$ 28,282.75
Grand Total (SY 2016-2017)	\$ 4,090,165.83	\$ 4,081,136.73	\$ 4,055,920.56	\$ 34,245.27

Table 4: SY 2016-2017 GACS Enrollment

Months	Grade Level													Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	K	
Jul-16	79	77	76	57	46	56	48	57	38	21	31	18	52	656
Aug-16	85	73	77	50	47	76	49	50	28	21	29	16	94	695
Sep-16	83	73	75	50	47	75	49	52	24	20	27	15	97	687
SY 2016-2017; FY 2016 Average	82	74	76	52	47	69	49	53	30	21	29	16	81	679
Oct-16	87	75	81	57	49	76	53	55	25	23	27	16	102	726
Nov-16	84	75	81	57	51	73	49	55	26	24	27	16	98	716
Dec-16	85	76	81	57	51	71	48	55	25	22	29	16	98	714
Jan-17	85	76	81	60	50	72	48	55	25	21	27	15	97	712
Feb-17	85	76	81	61	52	70	45	55	25	22	27	16	95	710
Mar-17	85	76	81	62	53	71	47	55	25	22	27	16	94	714
Apr-17	86	76	80	62	53	71	47	55	26	21	27	16	94	714
SY 2016-2017; FY 2017 Average	85	76	81	59	51	72	48	55	25	22	27	16	97	715
Grand Average (SY 2016-2017)	84	75	78	56	49	71	48	54	28	21	28	16	89	697



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Department of Administration
(DIPATTAMENTON ATEMENSTRASION)
DIRECTOR'S OFFICE
(UFISINAN DIREKTOT)

Post Office Box 884 Hagatña, Guam 96932
Tel: (671) 475-1101/1250 Fax: (671) 477-6788



Christine W. Baleto
Director
Vincent P. Arriola
Deputy Director

April 27, 2017

Department of Education	
Office of the Superintendent	
Date: 4/28/17	Time: 11:11
Rec'd By: [Signature]	To 42817
Print Name	Signature

Mr. Jon J.P. Fernandez
Superintendent
Guam Department of Education
500 Mariner Avenue
Barrigada, Guam 96913-1608

To IAO.
[Signature] 4/28/17

RE: Guahan Academy Charter School – April 2017 (Partial) Allotment Request

Buenas yan Hafa Adai:

Pursuant to Public Law 33-185, Chapter II, Part I, we are submitting Guahan Academy Charter School's partial allotment request for the month of April for Fiscal Year 2017. Herewith are the supporting documents provided by Guahan Academy Charter School for your review and immediate action.

Should you have any further questions or concerns, please contact, Mary Grace Edrosa at 475-1283

Si Yu'os Maase!

Sensaramente,

[Signature]
Christine W. Baleto
Director

RECEIVED
By Internal Audit office
4/28/17 LW.



GUAHAN ACADEMY CHARTER SCHOOL

BOARD OF TRUSTEES

OFFICERS AND MEMBERS

Fe Valencia-Ovalles
Chairwoman

Terry M. DeBold
Vice Chairman

Rowena S. Zacarias
Secretary

Victor A. Perez
Treasurer

Dr. Jacqui D. Cyrus
Member

Richard P. Quiambao
Member

Hentrick M. Eveluck
Member

Mary B. Mafnas, Principal
Ex-Officio Member

COMMITTEES

Executive
Board Governance and Policy
Finance and Procurement
Grants and Development
Government and Public Affairs
Human Resources
Special Education
Technology

P.O. Box CS
Hagatna, Guam 96932
(671) 979-1065/6
info.gacsbot@gmail.com

DATE: April 21, 2017

TO: Christine Won Pat Baleto
Director,
Department of Administration

FROM: Joseph Limtiaco Cabana
Finance Officer
Guahan Academy Charter School Incorporated

RE: April 2017 Allotment Request (Partial)

Attached are all relevant documents to support the April 2017 Allotment Request for Guahan Academy Charter School Incorporated.

A copy of these materials will also be submitted to the GDOE IAO.

Thank you for your time and consideration.

CC: Board of Trustees
GDOE IAO



GUAHAN ACADEMY CHARTER SCHOOL

BOARD OF TRUSTEES

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Dr. Jacqui D. Cyrus
Member

Hentrick M. Eveluck
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Mary B. Mafnas, Principal
Ex-Officio Member

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Finance and Procurement
Grants and Development
Government and Public Affairs
Human Resources
Special Education
Technology

P.O. Box CS
Hagatna, Guam 96932
(671) 979-1065/6
info.gacsbot@gmail.com

FUNCTION: Guahan Academy Charter School, Inc.
APRIL 2017 ALLOTMENT REQUEST (PARTIAL)

INVOICE: GACS FY 2016-2017-04-2017-01

AUTHORITY: Public Law 33-185

BE IT ENACTED BY THE PEOPLE OF GUAM

Section 1. Section 2 of Part 1, Chapter II of Public Law 33-185, is hereby *amended to read*:

Section 2. Notwithstanding any provision of law, for the School Year 2016-2017, pursuant to § 12116(e), Chapter 12 Title 17 GCA, the Department of Administration (DOA) is hereby authorized and directed to deduct Six Thousand Five Hundred Dollars (\$6,500) per enrollee of Academy Charter Schools chartered by the Guam Academy Charter Schools Council, *not to exceed* seven hundred forty (740) students for the *Guahan Academy Charter School* and five hundred (500) students for the *iLearn Academy Charter School*, as recommended by the Guam Academy Charter School Council from the total General Fund appropriation in Section 1 of this Part of this Chapter to the GDOE, based on the actual enrollment at the time, multiplied by the per pupil cost, as established in this Section. Each Academy Charter School *shall* submit a monthly invoice to the DOA. Upon receipt of said invoice, the DOA *shall* remit it to the GDOE. Upon receipt of the remitted invoice, GDOE shall verify the invoice for accuracy and report its findings within ten (10) days of receipt of said invoice to DOA prior to the release of funds. If the GDOE fails to reports its findings, the invoiced amount received by DOA shall be automatically transmitted to each Academy Charter School.



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM

**REQUEST FOR
DIRECT PAYMENT**

DOCUMENT NO.: _____

URGENT - EXPEDITE PAYMENT KEY & RELEASE -

PAYEE: Guahan Academy Charter School P.O. Box CS Hagatna, GU 96932	VENDOR NUMBER: G0016588
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PURPOSE:

April 2017 Allotment Request (Partial)

TRND CODE	ACCOUNT NUMBER	AMOUNT	Description
190	5639A179964GA201-290	\$ 333,691.59	April 2017 Allotment Request (Partial)
TOTAL		\$ 333,691.59	

CHECK APPROPRIATE BOX BELOW:

- ACCOUNT NUMBER IS CORRECT
- JOB ORDER NUMBER IS CORRECT
- INSUFFICIENT FUNDS
- PRIOR REFERENCE IS CORRECT
- VENDOR NUMBER IS CORRECT
- OVERRIDE IS AUTHORIZED
- SUFFICIENT FUNDS

- I CERTIFY THAT GOODS/SERVICES SPECIFIED HAVE BEEN RECEIVED AND THAT PAYMENT IS PROPER AS PER THE ATTACHED DOCUMENTS.
- I CERTIFY THAT A VALID LIABILITY EXIST BY REASON OF WITHHOLDING, OVERPAYMENT AND THAT PAYMENT IS PROPER AS PER ATTACHED DOCUMENTS.

PREPARED BY:

APPROVING OFFICIAL:	_____	_____
	Signature	Date
<i>J. Cabana</i>		
JOSEPH L. CABANA, FINANCE OFFICER	_____	April 25, 2017
FINANCE & PROCUREMENT COMMITTEE	Signature	Date
CERTIFICATION OF FUNDS AVAILABLE:		
<i>Victor A. Perez</i>		
VICTOR A. PEREZ, COMMITTEE CHAIR	_____	April 25, 2017
FINANCE & PROCUREMENT COMMITTEE	Signature	Date

**April 2017 Allotment Summary
(Partial)**

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
PERSONNEL SALARIES	111	\$76,010.87
PERSONNEL BENEFITS	114	\$12,431.40
CONTRACTUAL	230	\$29,044.98
MATERIALS & SUPPLIES	240	\$14,875.53
MISCELLANEOUS	290	\$189,224.40
POWER	361	\$7,305.22
WATER	362	\$2,326.46
TELEPHONE & WIRELESS	363	\$2,472.73
TOTAL:		\$333,691.59