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Acting Superintendent of Education

**DEPARTMENT OF
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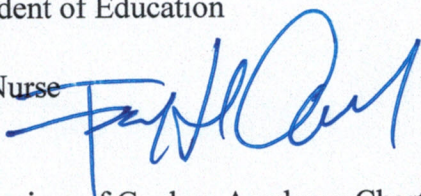


**FRANKLIN
COOPER-NURSE**
Chief Internal Auditor

January 11, 2017

MEMORANDUM

To: Joseph L.M. Sanchez
Acting Superintendent of Education

From: Franklin Cooper-Nurse
Chief Auditor 

Subject: December 2016 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 December 2016. 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 fitcooper-nurse@gdoe.net.

Cc: Deputy Superintendent of Finance and Administrative Services

January 11, 2017

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**Guam Department of Education
Internal Audit Office
Review of Guahan Academy Charter School Inc. Invoices
For the Period of December 2016**

Purpose: To validate Guahan Academy Charter School Inc. (GACS)'s invoices for December 2016

Source: Elena Z. Juaneza, Accountant 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 December 2016 expenditures. The results were as follows:

Table 1: December 2016 Allotment Request Invoices

	A	B	C	(A-B) D	(B-C) E	(A-C) F
Object Class	GACS Drawdown	Submitted Invoices	IAO's Validation	Variance	Carryover Invoices	Unsupported/ Lapses
1 Personnel Salaries	\$ 235,123.28	\$ 235,123.28	\$ 235,123.28	\$ -	\$ -	\$ -
2 Benefits	\$ 33,460.22	\$ 33,460.22	\$ 33,460.22	\$ -	\$ -	\$ -
3 Contractual	\$ 63,449.66	\$ 63,449.66	\$ 63,449.66	\$ -	\$ -	\$ -
4 Supplies & Materials	\$ 11,678.59	\$ 11,678.59	\$ 11,678.59	\$ -	\$ -	\$ -
5 Student Material	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 Power	\$ 6,617.09	\$ 6,617.09	\$ 6,617.09	\$ -	\$ -	\$ -
7 Water	\$ 1,594.94	\$ 1,594.94	\$ 1,594.94	\$ -	\$ -	\$ -
8 Telephone & Wireless	\$ 2,143.22	\$ 2,143.22	\$ 2,143.22	\$ -	\$ -	\$ -
9 Miscellaneous	\$ 4,050.00	\$ 4,050.00	\$ 4,050.00	\$ -	\$ -	\$ -
TOTAL	\$ 358,117.00	\$ 358,117.00	\$ 358,117.00	\$ -	\$ -	\$ -

On January 6, 2017, the IAO received DOA's transmittal for GACS's December 2016 allotment request of \$358,117.00 and invoices, from the Office of the Superintendent. *The IAO validated \$ 358,117.00 of GACS's submitted invoices for the month of December 2016.* See Tables 2 for the list of submitted invoices.

Table 2: GACS December 2016 Allotment Request Invoices

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
111 Personnel	C-2.1	Sanford Technology Group	175405-30H	11/29/2016	\$ 660.00	✓	\$ 660.00
111 Personnel	C-2.2	Sanford Technology Group	175504-30H	12/1/2016	\$ 73,848.62	✓	\$ 73,848.62
111 Personnel	C-2.3	Sanford Technology Group	175520-30H	12/1/2016	\$ 2,603.66	✓	\$ 2,603.66
111 Personnel	C-2.4	Sanford Technology Group	176059-30H	12/14/2016	\$ 78,589.41	✓	\$ 78,589.41
111 Personnel	C-2.5	Sanford Technology Group	176104-30H	12/15/2016	\$ 974.53	✓	\$ 974.53
111 Personnel	C-2.6	Sanford Technology Group	176621-30H	12/28/2016	\$ 76,559.72	✓	\$ 76,559.72
111 Personnel	C-2.7	Sanford Technology Group	176652-30H	12/28/2016	\$ 1,887.34	✓	\$ 1,887.34
			Subtotal				\$ 235,123.28
112/114 Personnel Benefits	C-3.1	Sanford Technology Group	175504-30H	12/1/2016	\$ 4,615.28	✓	\$ 4,615.28
112/114 Personnel Benefits	C-3.2	Sanford Technology Group	175504-30H	12/1/2016	\$ 1,079.37	✓	\$ 1,079.37
112/114 Personnel Benefits	C-3.3	Sanford Technology Group	175504-30H	12/1/2016	\$ 3,269.28	✓	\$ 3,269.28
112/114 Personnel Benefits	C-3.4	Sanford Technology Group	175405-30H	11/29/2016	\$ 40.92	✓	\$ 40.92
112/114 Personnel Benefits	C-3.5	Sanford Technology Group	175405-30H	11/29/2016	\$ 9.57	✓	\$ 9.57
112/114 Personnel Benefits	C-3.6	Sanford Technology Group	175520-30H	12/1/2016	\$ 161.80	✓	\$ 161.80
112/114 Personnel Benefits	C-3.7	Sanford Technology Group	175520-30H	12/1/2016	\$ 37.84	✓	\$ 37.84
112/114 Personnel Benefits	C-3.8	Sanford Technology Group	176104-30H	12/15/2016	\$ 101.59	✓	\$ 101.59
112/114 Personnel Benefits	C-3.9	Sanford Technology Group	176104-30H	12/15/2016	\$ 23.78	✓	\$ 23.78
112/114 Personnel Benefits	C-3.10	Sanford Technology Group	176059-30H	12/14/2016	\$ 4,909.87	✓	\$ 4,909.87
112/114 Personnel Benefits	C-3.11	Sanford Technology Group	176059-30H	12/14/2016	\$ 1,148.26	✓	\$ 1,148.26
112/114 Personnel Benefits	C-3.12	Sanford Technology Group	176059-30H	12/14/2016	\$ 3,904.40	✓	\$ 3,904.40
112/114 Personnel Benefits	C-3.13	Sanford Technology Group	176621-30H	12/28/2016	\$ 4,789.71	✓	\$ 4,789.71
112/114 Personnel Benefits	C-3.14	Sanford Technology Group	176621-30H	12/28/2016	\$ 1,120.17	✓	\$ 1,120.17
112/114 Personnel Benefits	C-3.15	Sanford Technology Group	176621-30H	12/28/2016	\$ 3,843.98	✓	\$ 3,843.98
112/114 Personnel Benefits	C-3.16	Sanford Technology Group	176652-30H	12/28/2016	\$ 117.01	✓	\$ 117.01
112/114 Personnel Benefits	C-3.17	Sanford Technology Group	176652-30H	12/28/2016	\$ 27.35	✓	\$ 27.35
112/114 Personnel Benefits	C-3.18	Stay Well Health Plan	6331820	12/6/2016	\$ 2,130.02	✓	\$ 2,130.02

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Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
112/114 Personnel Benefits	C-3.19	Stay Well Health Plan	6331821	12/6/2016	\$ 2,130.02	✓	\$ 2,130.02
230 Contractual	C-4.1	Sanford Technology Group	175504-30H	12/1/2016	\$ 274.87	✓	\$ 274.87
230 Contractual	C-4.2	Sanford Technology Group	175405-30H	11/29/2016	\$ 10.00	✓	\$ 10.00
230 Contractual	C-4.3	Sanford Technology Group	175520-30H	12/1/2016	\$ 50.00	✓	\$ 50.00
230 Contractual	C-4.4	Sanford Technology Group	176104-30H	12/15/2016	\$ 60.37	✓	\$ 60.37
230 Contractual	C-4.5	Sanford Technology Group	176059-30H	12/14/2016	\$ 300.87	✓	\$ 300.87
230 Contractual	C-4.6	Sanford Technology Group	176621-30H	12/28/2016	\$ 294.37	✓	\$ 294.37
230 Contractual	C-4.7	Sanford Technology Group	176652-30H	12/28/2016	\$ 40.87	✓	\$ 40.87
230 Contractual	C-4.8	The Advocate	12-01-2016	12/1/2016	\$ 6,000.00	✓	\$ 6,000.00
230 Contractual	C-4.9	The Law Office of Lenny Rapadas, P.C.	2015-001-015	12/6/2016	\$ 3,100.50	✓	\$ 3,100.50
230 Contractual	C-4.10	B&G Pacific LLC	GUAHAN12161	12/2/2016	\$ 12,054.75	✓	\$ 12,054.75
230 Contractual	C-4.11	B&G Pacific LLC	GUAHAN12162	12/9/2016	\$ 9,874.00	✓	\$ 9,874.00
230 Contractual	C-4.12	B&G Pacific LLC	GUAHAN12163	12/16/2016	\$ 11,746.25	✓	\$ 11,746.25
230 Contractual	C-4.13	Xerox	087202833	12/1/2016	\$ 1,587.81	✓	\$ 1,587.81
230 Contractual	C-4.14	Trades Academy	10446	11/30/2016	\$ 8,500.00	✓	\$ 8,500.00
230 Contractual	C-4.15	Pacedit	70340	12/15/2016	\$ 555.00	✓	\$ 555.00
230 Contractual	C-4.16	Burger Corner Magliari	16AU5604	12/20/2016	\$ 3,000.00	✓	\$ 3,000.00
230 Contractual	C-4.17	Burger Corner Magliari	16AU5601	12/20/2016	\$ 3,000.00	✓	\$ 3,000.00
230 Contractual	C-4.18	James A. Mason		12/20/2016	\$ 3,000.00	✓	\$ 3,000.00
						Subtotal	\$ 63,449.66
290 Miscellaneous	C-5.1	Guahan Academy Charter School	30	11/30/2016	\$ 1,750.00	✓	\$ 1,750.00
290 Miscellaneous	C-5.2	Guahan Academy Charter School		12/6/2016	\$ 270.00	✓	\$ 270.00
290 Miscellaneous	C-5.3	Guahan Academy Charter School		12/6/2016	\$ 270.00	✓	\$ 270.00
290 Miscellaneous	C-5.4	Guahan Academy Charter School		12/6/2016	\$ 270.00	✓	\$ 270.00
290 Miscellaneous	C-5.5	Guahan Academy Charter School		12/6/2016	\$ 270.00	✓	\$ 270.00
290 Miscellaneous	C-5.6	Guahan Academy Charter School		12/6/2016	\$ 270.00	✓	\$ 270.00

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Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
290 Miscellaneous	C-5.7	Guahan Academy Charter School		12/6/2016	\$ 110.00	✓	\$ 110.00
290 Miscellaneous	C-5.8	Guahan Academy Charter School		12/6/2016	\$ 270.00	✓	\$ 270.00
290 Miscellaneous	C-5.9	Guahan Academy Charter School		12/6/2016	\$ 270.00	✓	\$ 270.00
290 Miscellaneous	C-5.10	The Guam Daily Post	A40100	12/8/2016	\$ 300.00	✓	\$ 300.00
						Subtotal	\$ 4,050.00
240 Supplies and Materials	C-6.1	Micronesia Guam Inc.	37	12/7/2016	\$ 836.96	✓	\$ 836.96
240 Supplies and Materials	C-6.2	Pacific Guam	014803	11/30/2016	\$ 168.00	✓	\$ 168.00
240 Supplies and Materials	C-6.3	Pacific Guam	014849	12/6/2016	\$ 72.00	✓	\$ 72.00
240 Supplies and Materials	C-6.4	School Essentials	10218	11/22/2016	\$ 519.00	✓	\$ 519.00
240 Supplies and Materials	C-6.5	School Essentials	10227	11/22/2016	\$ 277.06	✓	\$ 277.06
240 Supplies and Materials	C-6.6	School Essentials	10229	11/29/2016	\$ 195.00	✓	\$ 195.00
240 Supplies and Materials	C-6.7	School Essentials	10239	12/7/2016	\$ 1,972.21	✓	\$ 1,972.21
240 Supplies and Materials	C-6.8	School Essentials	10240	12/7/2016	\$ 565.25	✓	\$ 565.25
240 Supplies and Materials	C-6.9	School Essentials	10244	12/9/2016	\$ 2,223.52	✓	\$ 2,223.52
240 Supplies and Materials	C-6.10	School Essentials	10248	12/12/2016	\$ 395.00	✓	\$ 395.00
240 Supplies and Materials	C-6.11	National Office Supply	169152	11/25/2016	\$ 75.16	✓	\$ 75.16
240 Supplies and Materials	C-6.12	National Office Supply	169409	12/7/2016	\$ 912.92	✓	\$ 912.92
240 Supplies and Materials	C-6.13	National Office Supply	169410	12/7/2016	\$ 72.76	✓	\$ 72.76
240 Supplies and Materials	C-6.14	MEGabyte	41890	12/2/2016	\$ 1,097.00	✓	\$ 1,097.00
240 Supplies and Materials	C-6.15	MEGabyte	41945	12/7/2016	\$ 79.75	✓	\$ 79.75
240 Supplies and Materials	C-6.16	MEGabyte	42015	12/13/2016	\$ 48.00	✓	\$ 48.00
240 Supplies and Materials	C-6.17	MEGabyte	42120	12/22/2016	\$ 85.25	✓	\$ 85.25
240 Supplies and Materials	C-6.18	VMB International	40953	12/7/2016	\$ 2,083.75	✓	\$ 2,083.75
						Subtotal	\$ 11,678.59
361 Power	C-7.1	Guam Power Authority	346143545670	12/9/2016	\$ 5,818.09	✓	\$ 5,818.09
361 Power	C-7.2	Guam Power Authority	262755578668	12/15/2016	\$ 129.27	✓	\$ 129.27
361 Power	C-7.3	Guam Power Authority	362755859627	12/15/2016	\$ 421.08	✓	\$ 421.08

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Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
361 Power	C-7.4	Guam Power Authority	562750437785	12/15/2016	\$ 248.65	✓	\$ 248.65
362 Water	C-8.1	Guam Waterworks Authority	029537649160	12/5/2016	\$ 1,594.94	✓	\$ 1,594.94
363 Telephone and Wireless	C-9.1	GTA	10023775	12/1/2016	\$ 2,026.72	✓	\$ 2,026.72
363 Telephone and Wireless	C-9.1	IT&E	00000003396867	11/30/2016	\$ 116.50	✓	\$ 116.50
						Subtotal	\$ 10,355.25

Per PL 33-185, IAO validated \$2,537,866.46 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 December 30, 2016, 714 students were enrolled in GACS. See Tables 4 and 5.

Table 3: SY 2016-2017 Validation Summary

Month	GACS Drawdown	Submitted Invoices	IAO's Validation	Variance	Carryover Invoices
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	\$ (0.20)	\$ 0.20
SY 2016-2017; FY 2016 Subtotal	\$ 1,045,363.97	\$ 1,039,401.65	\$ 1,039,401.45	\$ 5,962.32	\$ 0.20
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	\$ -	\$ -
SY 2016-2017; FY 2017 Subtotal	\$ 1,499,792.21	\$ 1,499,792.21	\$ 1,498,465.01	\$ -	\$ 1,327.20
Grand Total (SY 2016-2017)	\$ 2,545,156.18	\$ 2,539,193.86	\$ 2,537,866.46	\$ 5,962.32	\$ 1,327.40

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
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
SY 2016-2017; FY 2017 Average	84	75	79	55	49	71	49	54	28	22	28	16	90	699