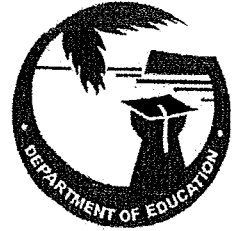


**DEPARTMENT OF EDUCATION  
OFFICE OF THE SUPERINTENDENT**

www.gdoe.net  
500 Mariner Avenue  
Barrigada, Guam 96913  
Telephone: (671) 300-1547/1536 • Fax: (671) 472-5001  
Email: jonfernandez@gdoe.net



**JON J.P. FERNANDEZ**  
Superintendent of Education

**GL# 34-18-1922**  
**Speaker Benjamin J.F. Cruz**

May 22, 2018

Mr. Edward Birn  
Director  
Department of Administration  
P.O. Box 884  
Hagatña, Guam 96932

MAY 25 2018  
Time: 10:45 AM File No. 34-1967  
Received By: elen

**Re: Guahan Academy Charter School: FY 2018 May 2018 (Partial #2) Allotment Request**

Hafa Adai,

Upon review of the Guahan Academy Charter School Fiscal Year 2018 May 2018 (Partial #2) Allotment Request by our Internal Audit Office in collaboration with members of the Guahan Academy Charter School Incorporated, I am unable to submit my verification of accuracy as required by Public Law 34-42, Chapter II, Section 3 in its entirety.

Our Internal Audit Office was able to validate \$156,638.94 of the invoiced total. Please see the attached verification report. This validation is based on actual invoices submitted to our Internal Audit Office on May 16, 2018.

Please advise my office if you have any further questions or concerns regarding this matter.

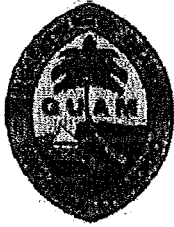
Sincerely,

**Jon J.P. Fernandez**  
Superintendent of Education

**Attachment**

Cc: Chairman and Members, Guam Education Board  
Speaker, 34th Guam Legislature  
Guahan Academy Charter School

2018 MAY 25 AM 11:36



**JON J.P. FERNANDEZ**  
Superintendent of Education

**DEPARTMENT OF  
EDUCATION  
INTERNAL AUDIT OFFICE**

500 Mariner Avenue, Barrigada, Guam 96913  
Telephone: (671) 300-1336  
Fax: (671) 472-5001  
Email: iao@gdoe.net



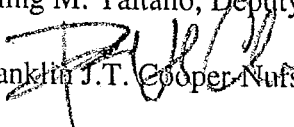
**FRANKLIN  
COOPER-NURSE**  
Chief Internal Auditor

May 22, 2018

**MEMORANDUM**

**TO:** Jon J.P. Fernandez, Superintendent of Education

**CC:** Taling M. Taitano, Deputy Superintendent of Finance and Administrative Services

**FROM:**  Franklin J.T. Cooper-Nurse, Chief Auditor, Internal Audit Office

**SUBJECT:** May 2018 Review of Guahan Academy Charter School Inc.'s Invoices

Hafa Adai,

The Guam Department of Education (GDOE) Internal Audit Office (IAO) has completed its review of Guahan Academy Charter School (GACS)'s second partial allotment request for May 2018. GDOE (IAO) is authorized by Public Law (PL) 34-42 to verify charter school invoices for accuracy and report its findings within 10 days.

On May 16, 2018, IAO received the Department of Administration's transmittal for GACS's May 2018 Partial #2 Allotment Request of \$158,403.19. The IAO was able to validate \$156,638.94 of GACS's submitted invoices and did not validate one duplicate invoice.

**Table 1: May 2018 Allotment Request Invoices (Partial #2)**

Object Class	A	B	C	(B-C) = D
	GACS Drawdown	Submitted Invoices	IAO's Validation	Difference
Personnel Salaries	\$ 92,010.85	\$ 92,010.85	\$ 92,010.85	\$ -
Benefits	\$ 9,710.90	\$ 9,710.90	\$ 9,710.90	\$ -
Contractual	\$ 51,078.13	\$ 51,078.13	\$ 51,078.13	\$ -
Supplies & Materials	\$ 5,603.31	\$ 5,203.31	\$ 3,839.06	\$ 1,364.25
<b>TOTAL</b>	<b>\$ 158,403.19</b>	<b>\$ 158,003.19</b>	<b>\$ 156,638.94</b>	<b>\$ 1,364.25</b>

PL 34-42 provides \$6,500 for each student up to 740 students or a total of \$4,810,000. However, due to revenue shortfalls from tax cuts, GACS's FY 2018 appropriations were reduced by \$416,719<sup>1</sup> for a revised appropriation of \$4,393,281. For FY 2018, IAO validated \$2,882,276.27

<sup>1</sup> Bureau of Budget and Management Research (2018, January 24). *FY 2018 general fund appropriation reductions-tax cuts and jobs act of 2017*

IAO Memorandum – GACS May 2018 Partial #2 Validation

May 22, 2018

Page 2 of 3

of expenditures, leaving a balance of \$1,511,004.73 of unexpended funds. As of May 11, 2018, 888 students were enrolled in GACS. See Tables 2 and 3.

**Table 2: FY 2018 Validation Summary**

Month	A		B		C		(B-C) = D
	GACS Drawdown	Submitted Invoices	IAO's Validation	Difference			
Oct 2017 (Partial)	\$ 223,949.48	\$ 223,949.48	\$ 223,949.48	\$ -			
Oct 2017 (Partial #2)	\$ 181,025.77	\$ 181,025.77	\$ 116,189.14	\$ 64,836.63			
Nov 2017 (Partial)	\$ 109,713.81	\$ 109,713.78	\$ 109,713.78	\$ -			
Nov 2017 (Partial #2)	\$ 110,662.47	\$ 110,662.47	\$ 110,662.47	\$ -			
Dec 2017 (Partial)	\$ 125,065.99	\$ 125,065.99	\$ 125,065.99	\$ -			
Dec 2017 (Partial #2)	\$ 113,142.58	\$ 113,142.58	\$ 105,782.74	\$ 7,359.84			
Dec 2017 (Partial #3)	\$ 468,515.60	\$ 468,515.60	\$ -	\$ 468,515.60			
Dec 2017 (Partial #4)	\$ 179,258.25	\$ 179,258.25	\$ 179,258.25	\$ -			
Jan 2018 (Partial #1)	\$ 146,654.61	\$ 146,654.61	\$ 122,064.36	\$ 24,590.25			
Dec 2017 (Final)	\$ 182,255.86	\$ 182,255.56	\$ 178,264.76	\$ 3,990.80			
Jan 2018 (Partial #2)	\$ 350,000.00	\$ 350,000.00	\$ -	\$ 350,000.00			
Jan 2018 (Partial #3)	\$ 107,998.48	\$ 107,998.48	\$ 107,998.48	\$ -			
Jan 2018 (Partial #4)	\$ 206,542.11	\$ 206,288.83	\$ 206,079.23	\$ 209.60			
Feb 2018 (Partial #1)	\$ 124,744.17	\$ 124,744.17	\$ 124,744.17	\$ -			
Feb 2018 (Partial #2)	\$ 243,880.82	\$ 243,880.82	\$ 243,880.82	\$ -			
Mar 2018 (Partial #1)	\$ 188,314.19	\$ 188,314.19	\$ 180,914.19	\$ 7,400.00			
Mar 2018 (Partial #2)	\$ 142,191.57	\$ 142,191.57	\$ 142,191.57	\$ -			
Mar 2018 (Special #2)	\$ 170,484.19	\$ 170,484.19	\$ -	\$ 170,484.19			
Apr 2018 (Partial #1)	\$ 204,677.70	\$ 204,677.70	\$ 204,677.70	\$ -			
Apr 2018 (No. 3)	\$ 104,800.00	\$ 104,800.00	\$ -	\$ 104,800.00			
Apr 2018 (Special #4)	\$ 50,173.75	\$ 50,173.75	\$ -	\$ 50,173.75			
Apr 2018 (Partial #2)	\$ 125,858.12	\$ 125,857.92	\$ 125,342.16	\$ 515.76			
Apr 2018 (Special #5)	\$ 4,124.98	\$ 4,124.98	\$ -	\$ 4,124.98			
Apr 2018 (Special #6)	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00			
Apr 2018 (Partial #3)	\$ 14,309.14	\$ 14,041.40	\$ 13,240.90	\$ 800.50			
May 2018 (Partial #1)	\$ 105,617.14	\$ 105,617.14	\$ 105,617.14	\$ -			
Apr 2018 (Special #8)	\$ 13,026.00	\$ 13,026.00	\$ -	\$ 13,026.00			
May 2018 (Special #10)	\$ 48,000.00	\$ 48,000.00	\$ -	\$ 48,000.00			
May 2018 (Partial #2)	\$ 158,403.19	\$ 158,003.19	\$ 156,638.94	\$ 1,364.25			
<b>Total (FY 2018)</b>	<b>\$ 4,211,889.97</b>	<b>\$ 4,210,468.42</b>	<b>\$ 2,882,276.27</b>	<b>\$ 1,328,192.15</b>			

		GACS Max. Budget	\$ 4,810,000.00
		Less: Appropriations reduction	(416,719.00)
Funding Per Student	\$ 6,500	Revised Budget	\$ 4,393,281.00
Maximum Enrollment	740	Less: IAO's Validations	(2,882,276.27)
GACS Maximum Budget	\$ 4,810,000	Remaining Funds	\$ 1,511,004.73

**Table 3: FY 2018 GACS Enrollment**

Months	Grade Level														Total
	1	2	3	4	5	6	7	8	9	10	11	12	K	PK	
Oct-17	82	97	99	94	77	91	87	56	42	33	31	34	69	65	957
Nov-17	81	96	97	94	75	91	85	56	42	33	30	34	67	65	946
Dec-17	81	96	96	93	75	90	84	55	41	31	30	35	67	64	938
Jan-18	77	95	95	92	74	89	84	54	41	31	29	31	67	64	923
Feb-18	76	93	93	90	72	88	81	52	41	30	28	32	66	64	906
Mar-18	76	92	93	88	72	87	79	52	41	30	28	32	62	63	895
Apr-18	76	91	92	88	72	87	79	51	41	30	28	32	60	63	890
May-18	76	90	92	88	72	87	79	50	41	30	28	32	59	63	887
<b>Average</b>	<b>78</b>	<b>94</b>	<b>95</b>	<b>91</b>	<b>74</b>	<b>89</b>	<b>83</b>	<b>54</b>	<b>41</b>	<b>31</b>	<b>29</b>	<b>33</b>	<b>65</b>	<b>64</b>	<b>922</b>

Should you have any questions or concerns, please contact Leana Willess at 300-3697 or [lmwilless@gdoe.net](mailto:lmwilless@gdoe.net), and Franklin Cooper-Nurse at 300-1336 or [fitcooper-nurse@gdoe.net](mailto:fitcooper-nurse@gdoe.net).

**Appendix 1: GACS May 2018 (Partial #2) Allotment Request Invoices**

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
111 Personnel Salaries	AC-2.1	Sanford Technology Group	197503-30H	5/15/2018	\$ 90,984.87	✓	\$ 90,984.87
111 Personnel Salaries	AC-2.2	Guahan Academy Charter School		5/15/2018	\$ 1,025.98	✓	\$ 1,025.98
Subtotal							\$ 92,010.85
114 Personnel Benefits	AC-3.1	Sanford Technology Group	197503-30H	5/15/2018	\$ 5,641.01	✓	\$ 5,641.01
114 Personnel Benefits	AC-3.2	Sanford Technology Group	197503-30H	5/15/2018	\$ 1,319.22	✓	\$ 1,319.22
114 Personnel Benefits	AC-3.3	Sanford Technology Group	197503-30H	5/15/2018	\$ 2,750.67	✓	\$ 2,750.67
Subtotal							\$ 9,710.90
230 Contractual	AC-4.1	George V. Cruz	18-005	5/1/2018	\$ 50,000.00	✓	\$ 50,000.00
230 Contractual	AC-4.2	Pacific Waste Systems, LLC	118660	5/3/2018	\$ 757.76	✓	\$ 757.76
230 Contractual	AC-4.3	Sanford Technology Group	197503-30H	5/15/2018	\$ 320.37	✓	\$ 320.37
Subtotal							\$ 51,078.13
240 Supplies and Materials	AC-5.1	Aqualicious	GACS-050418	5/4/2018	\$ 49.50	✓	\$ 49.50
240 Supplies and Materials	AC-5.2	Aqualicious	GACS-050818	5/8/2018	\$ 58.50	✓	\$ 58.50
240 Supplies and Materials	AC-5.3	Aqualicious	GACS-051018	5/10/2018	\$ 18.00	✓	\$ 18.00
240 Supplies and Materials	AC-5.4	Aqualicious	GACS-051118	5/11/2018	\$ 45.00	✓	\$ 45.00
240 Supplies and Materials	AC-5.5	Aqualicious	GACS-051418	5/14/2018	\$ 36.00	✓	\$ 36.00
240 Supplies and Materials	AC-5.6	Aqualicious	GACS-051518	5/15/2018	\$ 31.50	✓	\$ 31.50
240 Supplies and Materials	AC-5.7	Cosmos Distributing Co., Ltd.	7206718-IN	4/24/2018	\$ 402.00	✓	\$ 402.00
240 Supplies and Materials	AC-5.8	Cosmos Distributing Co., Ltd.	7206719-IN	4/24/2018	\$ 240.00	✓	\$ 240.00
240 Supplies and Materials	AC-5.9	Cosmos Distributing Co., Ltd.	7207173-IN	5/1/2018	\$ 330.00	✓	\$ 330.00
240 Supplies and Materials	AC-5.10	Cosmos Distributing Co., Ltd.	7207641-IN	5/9/2018	\$ 561.00	✓	\$ 561.00
240 Supplies and Materials	AC-5.11	Micronesia Guam Inc	53	4/16/2018	\$ 98.88	✓	\$ 98.88
240 Supplies and Materials	AC-5.12	Smart Copy	002593	3/19/2018	\$ 1,364.25		\$ -
240 Supplies and Materials	AC-5.13	Smart Copy	002637	4/3/2018	\$ 58.55	✓	\$ 58.55
240 Supplies and Materials	AC-5.14	Smart Copy	002672	4/11/2018	\$ 265.50	✓	\$ 265.50
240 Supplies and Materials	AC-5.15	Smart Copy	002694	4/16/2018	\$ 405.00	✓	\$ 405.00
240 Supplies and Materials	AC-5.16	Smart Copy	002629	4/2/2018	\$ 182.07	✓	\$ 182.07
240 Supplies and Materials	AC-5.17	VMB International Co.	43411	4/16/2018	\$ 57.60	✓	\$ 57.60
240 Supplies and Materials	AC-5.18	Xerox	154070878	4/17/2018	\$ 999.96	✓	\$ 999.96
Subtotal							\$ 3,839.06
<b>Total</b>							<b>\$ 156,638.94</b>



*Eddie Baza Calvo*  
Governor  
*Ray Tenorio*  
Lieutenant Governor

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

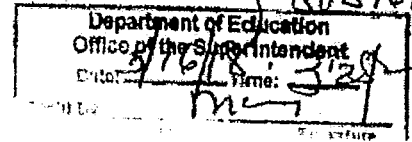
Post Office Box 884 Hagatña, Guam 96932  
Tel: (671) 475-1101/1250 Fax: (671) 477-6788



*Edward Birn*  
Director  
*Vincent P. Arriola*  
Deputy Director

May 16, 2018

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



Forward to  
LAO  
[Handwritten Signature]  
5/17/18

**RE: Guahan Academy Charter School – May 2018 (Partial#2) Allotment Request**

*Buenas yan Hafa Adai:*

Pursuant to Public Law 33-42, Chapter II, Part I, we are submitting Guahan Academy Charter School's partial allotment request for the month of May for Fiscal Year 2018. 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,*

*[Handwritten Signature]*  
Vincent P. Arriola  
Acting Director

Attachments ✓



**GOVERNMENT OF GUAM**  
 DEPARTMENT OF ADMINISTRATION - Division of Accounts  
 FINANCIAL MANAGEMENT SYSTEM

**REQUEST FOR DIRECT PAYMENT**

**MAY 16 2018**

DOCUMENT NO.: \_\_\_\_\_

URGENT - EXPEDITE PAYMENT  KEY & RELEASE - A S A P

Customer Service

<b>PAYEE:</b> Guahan Academy Charter School P.O. Box CS Hagatna, GU 96932	<b>VENDOR NUMBER:</b> G0016588
--	-----------------------------------

**PURPOSE:**  
 May 2018 - Allotment Request (Partial #2)

TRAN CODE	ACCOUNT NUMBER	AMOUNT	INVOICES
190	5639A179964GA201-290	\$ 158,403.19	May 2018 - Allotment Request (Partial #2)
<b>TOTAL</b>		<b>\$ 158,403.19</b>	

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 THE ATTACHED DOCUMENTS.

PREPARED BY:

APPROVING OFFICIAL: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Badette Lacap, Senior Accountant** \_\_\_\_\_ Signature \_\_\_\_\_ Date **May 15, 2018**

**FINANCE & PROCUREMENT COMMITTEE**

CERTIFICATION OF FUNDS AVAILABLE:

**VICTOR A. PEREZ, COMMITTEE CHAIR** \_\_\_\_\_ Signature \_\_\_\_\_ Date **May 15, 2018**

**FINANCE & PROCUREMENT COMMITTEE**



**GUAHAN  
ACADEMY  
CHARTER SCHOOL**

**BOARD OF TRUSTEES**

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Chairwoman

Hentrick M. Eveluck  
Vice Chairman

Jacqui Cyrus, MA, MEd, EdD  
Acting Secretary

Victor A. Perez  
Treasurer

Rosie R. Tainatongo  
Trustee

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Grants and Development

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Ad Hoc:

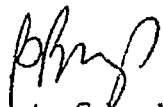
Government and Public Affairs

Technology

P.O. Box CS  
Hagatna, Guam 96932  
(671) 979-1065/6  
Board Liaison  
Cell: (671) 483-3044  
info.gacsbot@gmail.com

**DATE:** May 15, 2018

**TO:** Edward Birn  
Director,  
Department of Administration


**FROM:** Badette Lacap   
Senior Accountant  
Guahan Academy Charter School Incorporated

**RE:** May 2018 - Allotment Request (Partial #2)

Attached are all relevant documents to support the May 2018 Allotment Request (Partial # 2) 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



MAY 16 2018

Customer Service

**BOARD OF TRUSTEES**

**OFFICERS:**

Fe Valencia-Ovalles  
Chairwoman

Hentrick M. Eveluck  
Vice Chairman

Jacqui Cyrus, MA, MEd, EdD  
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Government and Public Affairs

Technology

P.O. Box CS

Hagatna, Guam 96932

(671) 979-1065/6

Board Liaison

Cell: (671) 483-3044

info.gacsbot@gmail.com

**FUNCTION:**

Guahan Academy Charter School, Inc.  
MAY 2018 -ALLOTMENT REQUEST (Partial #2)

**INVOICE:**

GACS FY 2017-2018-05-2018-001

**AUTHORITY:**

Public Law 34-42

BE IT ENACTED BY THE PEOPLE OF GUAM

Section 1. Section 2 of Part 1, Chapter II of Public Law 34-42, is hereby *amended to read:*

Section 2. Notwithstanding any provision of law, for the School Year 2017-2018, 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.



Department of Administration  
Division of Accounts

MAY 16 2018

Customer Service

GUAHAN ACADEMY CHARTER SCHOOL  
Allotment Summary  
May 2018 - Allotment Request (Partial #2)

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
PERSONNEL SALARIES	111	\$ 92,010.85
PERSONNEL BENEFITS	114	\$ 9,710.90
CONTRACTUAL	230	\$ 51,078.13
MATERIALS & SUPPLIES	240	\$ 5,603.31
WORKMAN'S COMP & GEN LIAB	270	\$ -
DRUG TESTING	271	\$ -
MISCELLANEOUS	290	\$ -
POWER	361	\$ -
WATER	362	\$ -
TELEPHONE & WIRELESS	363	\$ -
<b>TOTAL:</b>		<b>\$ 158,403.19</b>