



**DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT**

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Barrigada, Guam 96913
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Email: jonfernandez@gdoe.net



JON J.P. FERNANDEZ
Superintendent of Education

May 17, 2018

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

GL# 34-19-1903
Speaker Benjamin J.F. Cruz

MAY 18 2018
Time: 8:39 AM File No. 34-1951
Received By: [Signature]

Re: Guahan Academy Charter School: FY 2018 May 2018 (Special #10) Allotment Request

Hafa Adai,

Upon review of the Guahan Academy Charter School Fiscal Year 2018 May 2018 (Special #10) 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 **\$0** 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 9, 2018.

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

Sincerely,

[Signature]
Jon J.P. Ferrandez
Superintendent of Education

2018 MAY 18 AM 9:31
[Signature]

Attachment

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



JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF
EDUCATION
INTERNAL AUDIT OFFICE**

500 Mariner Avenue, Barrigada, Guam 96913
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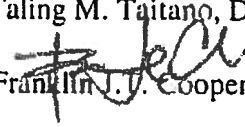
**FRANKLIN
COOPER-NURSE**
Chief Internal Auditor

May 16, 2018

MEMORANDUM

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

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

FROM:  Franklin J. U. 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 tenth special 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 9, 2018, IAO received the Department of Administration's transmittal for GACS's May 2018 Special #10 Allotment Request of \$48,000. The IAO was not able to validate GACS's submitted invoices due to an expired contract. Since the contract was not timely renewed or extended, the contracted services should have been competitively procured per Title 5 of the Guam Code Annotated §5216.

Table 1: May 2018 Allotment Request Invoices (Special #10)

	A	B	C	(B-C) = D
Object Class	GACS Drawdown	Submitted Invoices	IAO's Validation	Difference
Contractual	\$ 48,000.00	\$ 48,000.00	\$ -	\$ 48,000.00
TOTAL	\$ 48,000.00	\$ 48,000.00	\$ -	\$ 48,000.00

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 \$416,719¹ for a revised appropriation of \$4,393,281. For FY 2018, IAO validated \$2,725,637.33

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

of expenditures, leaving a balance of \$1,667,643.67 of unexpended funds. As of May 3, 2018, 890 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
April 2018 (Partial #1)	\$ 204,677.70	\$ 204,677.70	\$ 204,677.70	\$ -
April 2018 (No. 3)	\$ 104,800.00	\$ 104,800.00	\$ -	\$ 104,800.00
April 2018 (Special #4)	\$ 50,173.75	\$ 50,173.75	\$ -	\$ 50,173.75
April 2018 (Partial #2)	\$ 125,858.12	\$ 125,857.92	\$ 125,342.16	\$ 515.76
April 2018 (Special #5)	\$ 4,124.98	\$ 4,124.98	\$ -	\$ 4,124.98
April 2018 (Special #6)	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
April 2018 (Partial #3)	\$ 14,809.14	\$ 14,041.40	\$ 13,240.90	\$ 800.50
May 2018 (Partial #1)	\$ 105,617.14	\$ 105,617.14	\$ 105,617.14	\$ -
April 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
Total (FY 2018)	\$ 4,053,486.78	\$ 4,052,465.23	\$ 2,725,637.33	\$ 1,326,827.90

		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	(2,725,637.33)
GACS Maximum Budget	\$ 4,810,000	Remaining Funds	\$ 1,667,643.67

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	91	92	88	72	87	79	51	41	30	28	32	60	63	890
Average	78	94	95	91	74	89	83	54	41	31	29	33	65	64	922

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.

Appendix 1: GACS May 2018 (Special #10) Allotment Request Invoices

Object Code and Class	Reference	Vendor	Invoice #	Invoice Date	Invoice Amount	Validated	Validated Amount
230 Contractual	AB-2.1	The Advocate	10-02-2017	10/2/2017	\$ 6,000.00		\$ -
230 Contractual	AB-2.2	The Advocate	11-3-2017	11/3/2017	\$ 6,000.00		\$ -
230 Contractual	AB-2.3	The Advocate	12-1-2017	12/1/2017	\$ 6,000.00		\$ -
230 Contractual	AB-2.4	The Advocate	1-1-2018	1/1/2018	\$ 6,000.00		\$ -
230 Contractual	AB-2.5	The Advocate	2-1-2018	2/1/2018	\$ 6,000.00		\$ -
230 Contractual	AB-2.6	The Advocate	3-1-2018	3/1/2018	\$ 6,000.00		\$ -
230 Contractual	AB-2.7	The Advocate	4-1-2018	4/1/2018	\$ 6,000.00		\$ -
230 Contractual	AB-2.8	The Advocate	5-1-2018	5/1/2018	\$ 6,000.00		\$ -
						Total	\$ -



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 8, 2018

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

*To IAO
 June
 5/10/18*

RE: Guahan Academy Charter School - May 2018 The Advocate, FY18 Professional Services Allotment Request (Special No#10)

Buenas yan Hafa Adai:

Pursuant to Public Law 33-42, Chapter II, Part I, we are submitting Guahan Academy Charter School's special 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,

V.P.A.
Vincent P. Arriola
 Acting Director

Department of Education	
Office of the Superintendent	
Date: <i>5/10/18</i>	Time: <i>3:50 PM</i>
Rec'd By: <i>May</i>	Signature: <i>5052938</i>
Print Name	Signature

✓ Attachments



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
FINANCIAL MANAGEMENT SYSTEM

**REQUEST FOR DIRECT
PAYMENT**

DOCUMENT NO.: _____

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

PAYEE: Guahan Academy Charter School P.O. Box CS Hagatna, GU 96932	VENDOR NUMBER: G0016588
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PURPOSE:
**May 2018 - Special Allotment Request # 10 - THE ADVOCATE
(FY18 Professional Services)**

ITEM NO.	ACCOUNT NUMBER	AMOUNT	DESCRIPTION
190	5639A179964GA201-290	\$ 48,000.00	May 2018 - Special Allotment Request # 10 - THE ADVOCATE (FY18 Professional Services)
TOTAL		\$ 48,000.00	

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:

Badette Lacap, Senior Accountant
FINANCE & PROCUREMENT COMMITTEE
CERTIFICATION OF FUNDS AVAILABLE:

Signature
[Signature]

Signature

Date
May 7, 2018

Date

VICTOR A. PEREZ, COMMITTEE CHAIR
FINANCE & PROCUREMENT COMMITTEE

Signature
[Signature]

Signature

Date
May 7, 2018

Date



**GUAHAN ACADEMY CHARTER SCHOOL
 PROCUREMENT/ALLOTMENT MEMORANDUM
 GACS NO. 5-2018-010**

Division of Accounts
 MAY 08 2018
 Customer Service

**RE: SPECIAL ALLOTMENT REQUEST FOR
 THE ADVOCATE - FY 18 PROFESSIONAL SERVICES**

Date: May 7, 2018
To: Mr. Franklin Cooper-Nurse, Chief Auditor
 Internal Audit Office, Guam Department of Education
Re: No. 10 – Special Allotment Request
 The Advocate - FY18 Services
Via: Ms. Bernadette Lacap, Accountant
Fr: Victor A. Perez, Chairman of Finance & Procurement Committee
 Board of Trustees, Guahan Academy Charter School *VAP*

- I. AUTHORITY:**
 GACS Board Resolution 10-2017-165 Relative to Authorizing the Continuing Services of The Advocate. Exhibit 1
 #3 - Executed Extension to Contract, effective October 1, 2017. Exhibit 2
 This position is also a budgeted item under "Contractual" for FY18 budget.

II. PROCUREMENT CHRONOLOGY:

DATE	TRANSACTION	COMMENT
2/20/2013	Task Specific Contract to Prepare the Bid for GACS facility	Exhibit 3
4/23/2013	Board Resolution GACS 4-2013-008 – <i>Authorizing the Appointment of an Interim Management Officer</i> Executed by: Dr. Juan Flores, Monty McDowell, Kosimy Rudolph, David M. Blas and Robert Hoffman	Exhibit 4
5/10/2013	Retainer Contract as continuing Interim Management Officer and Board Consultant (May 1, 2013 – September 30, 2013)	Exhibit 5
9/14/2013	Board Resolution GACS 8-2013-026A – <i>Authorizing the Continuing Services of the Board Consultant and the CEO-Principal</i> - Executed by Robert Hofmann, Kosimy Rudolph, Arthur Taimanglo and Kosimy Rudolph for Rose Rios Overstreet	Exhibit 6
10/1/2013	Retainer Contract for continuing Board Consultant (October 1, 2013 – September 30, 2014) Addendum to Contract – as Development Director (October 1, 2013 – September 30, 2014)	Exhibit 7 Exhibit 8

Guahan Academy Charter School
 Special Allotment Request 5-2018-010
 Re: The Advocate – FY18

DATE	TRANSACTION	COMMENT
10/1/2014	Extension of Contract (October 1, 2014 – October 31, 2014)	Exhibit 9
11/2/2014	Retainer Contract as Board Liaison and Development Director (November 1, 2014 – September 30, 2015)	Exhibit 10
10/1/2015	Extension of Contract (October 1, 2015 – October 31, 2015)	Exhibit 11
10/28/2015	Additional Extension of Contract (November 1, 2015-November 30, 2015)	Exhibit 12
7/6/2016	Board Resolution GACS 7-2016-116 – <i>Authorizing Continuing Services</i> . Executed by: Fe Valencia-Ovalles, Hentrick Eveluck, Dr. Jacqui Cyrus (by proxy) and Victor A. Pere	Exhibit 13
7/6/2016	Final Extension of Contract (December 1, 2015 – September 30, 2017)	Exhibit 14
10/27/2017	Board Resolution GACS 10-2017-165 – <i>Continuing the Services of the Board Consultant for FY18</i> Executed by: Fe Valencia-Ovalles, Hentrick Eveluck, Dr. Jacqui Cyrus, and Victor A. Perez	*Reference Exhibit 1
10/27/2017	Extension of Contract – October 1, 2017 – September 30, 2018	*Reference Exhibit 2

III. ALLOTMENT REQUEST AMOUNT: FY18 Services: \$48,000.00 (see below)

INVOICE	DATE OF INVOICE	AMOUNT	PERIOD	TOTAL	COMMENT
#1 10-02-2017	10/2/2017	\$6,000.00	October 2017	\$6,000.00	Exhibit 15
#2 11-03-2017	11/3/2017	\$6,000.00	November 2017	\$6,000.00	Exhibit 16
#3 12-1-2017	12/1/2017	\$6,000.00	December, 2017	\$6,000.00	Exhibit 17
#4 1-1-2018	1/1/2018	\$6,000.00	January, 2018	\$6,000.00	Exhibit 18
#5 2-1-2018	2-1-2018	\$6,000.00	February, 2018	\$6,000.00	Exhibit 19
#6 3-1-2018	3-1-2018	\$6,000.00	March, 2018	\$6,000.00	Exhibit 20
#7 4-1-2018	4-1-2018	\$6,000.00	April, 2018	\$6,000.00	Exhibit 21
#8 5-1-2018	5-1-2018	\$6,000.00	May, 2018	\$6,000.00	Exhibit 22
TOTAL:				\$48,000.00	

If you should need additional information or documentation or have any questions, please feel free to contact our accountant, Ms. Bernadette Lacap. Thank you.

cc: DOA Director

GUAHAN ACADEMY CHARTER SCHOOL
Allotment Summary
May 2018 - Special Allotment Request # 10 - THE
ADVOCATE
(FY18 Professional Services)

CLASSIFICATION	ACCOUNT CODE	TOTAL REQUESTED
PERSONNEL SALARIES	111	\$ -
PERSONNEL BENEFITS	114	\$ -
CONTRACTUAL	230	\$ 48,000.00
MATERIALS & SUPPLIES	240	\$ -
WORKMAN'S COMP & GEN LIAB	270	\$ -
DRUG TESTING	271	\$ -
MISCELLANEOUS	290	\$ -
POWER	361	\$ -
WATER	362	\$ -
TELEPHONE & WIRELESS	363	\$ -
	TOTAL	\$ 48,000.00