



**UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
Board of Regents**

RESOLUTION NO. 10-08

**RELATIVE TO APPROVING A FY2010 COMPTROLLER'S OFFICE NAF
BUDGET TO INCLUDE THE BURSAR'S OFFICE**

WHEREAS, the Board of Regents of the University is responsible for approving and adopting budgets and plans that together are primary controls to ensure the effectiveness and financial well-being of the University; and

WHEREAS, the University has agreed upon the goals articulated in its strategic plan and focused its revenues and spending upon the highest priorities within its mission; and

WHEREAS, the Board is responsible for approving and adopting budgets and plans that together are the primary controls to ensure the effectiveness and financial well-being of the University; and

WHEREAS, the Comptroller's Office provides direction to the Business Office, Procurement, Bursar, Payroll and Budgeting to ensure processes and functions under these areas are carried out as planned, to include implementation of internal controls, financial management control plans, and policies and procedures; and

WHEREAS, the Comptroller's Office through the Bursar provides administrative support in the handling of student accounts and collection of student revenues; and

WHEREAS, starting FY2010, the University's Student Government Association and Enrollment Management and Student Services no longer financially assist the Comptroller's Office, such that current funding sources are no longer sufficient to cover administrative expenditures, which include postage, overtime to support accounts reconciliation and early closing for the annual audit, replacement for old computers and air conditioning units including maintenance thereof, office refurbishment to accommodate new hires, support for ARRA related activities and other items; and

WHEREAS, the Bursar's Office collects interest earned from non SFAP/YTC past-due accounts, averaging approximately \$45,000 annually; and


WHEREAS, based upon an assessment of the priority needs of the University and upon the recommendations of UPBAC and the administration, the President recommends the attached FY2010 Comptroller's Office NAF Budget for Board approval; and

WHEREAS, the Budget, Finance, Investment and Audit Committee has reviewed

and recommends the approval of the FY2010 Comptroller's Office NAF Budget including the request to approve the use of interest earned on non SFAP/YTC collections as a revenue source to cover administrative needs of the Comptroller's office to include the Bursar's Office.

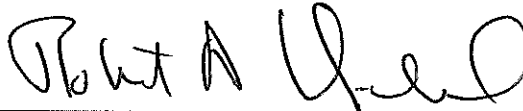
NOW, THEREFORE BE IT RESOLVED, that the Board of Regents, on behalf of the administration, faculty, and students of the University of Guam, hereby approves the attached FY2010 Comptroller's Office NAF Budget.

Adopted this 18th day of March, 2010.



P. Sonny Ada, Chairperson

ATTESTED:



Dr. Robert Underwood, Executive Secretary

FY 2010 Budget Request

Comptroller's Budget (Bursar and Business Office)

Account #	24Y- 400150/ 24Y- 400157	B.O		Bursar		Actual + Enc	Forecast
		FY'10 Budget	FY'10 Budget	FY'10 Budget	FY'10 Budget		
		Request	Request	Request	Request		03/01/10-09/30/10
(Please list sources)							
	USPS	\$ 20,000		\$ 20,000		\$ 8,333	\$ 11,667
	TOPPs loan fee (\$25)		\$ 28,000	\$ 28,000		\$ 20,000	\$ 8,000
	Tuition Interest -Non TOPPs	\$ 40,000		\$ 40,000		\$ 13,261	\$ 26,739
	PY Encumbrances	\$ 9,847		\$ 9,847		\$ 19,295	\$ (9,448)
	2% fund balance	\$ 3,626		\$ 3,626		\$ -	\$ 3,626
	FB release for FY10 use	\$ -		\$ -		\$ -	\$ -
Revenues		\$ 73,473	\$ 28,000	\$ 101,473		\$ 60,889	\$ 40,584
Salaries & Benefits:		\$ (20,313)		\$ (20,313)		\$ (20,349)	\$ 36
	221 Off-island Travel	\$ (5,000)	\$ (5,000)	\$ (10,000)		\$ (4,200)	\$ (5,800)
Travel and Transportation:		\$ (5,000)	\$ (5,000)	\$ (10,000)		\$ (4,200)	\$ (5,800)
	230 Data Communication	\$ -		\$ -		\$ -	\$ -
	231 Postage Long distance, pagers (*)	\$ (20,014)		\$ (20,014)		\$ (14)	\$ (20,000)
	232 Equip. Maint	\$ -	\$ -	\$ -		\$ -	\$ -
	233 Contractual Services	\$ -	\$ -	\$ -		\$ -	\$ -
	235 Vehicle/equipment lease	\$ -	\$ (1,500)	\$ (1,500)		\$ -	\$ (1,500)
	236 Ads, printing, copying	\$ (661)	\$ (2,000)	\$ (2,661)		\$ (661)	\$ (2,000)
	237 Subscriptions, dues, books	\$ (500)	\$ (800)	\$ (1,300)		\$ (448)	\$ (852)
	239 Other Services	\$ (1,841)		\$ (1,841)		\$ (1,071)	\$ (770)
Contractual Services:		\$ (23,016)	\$ (4,300)	\$ (27,316)		\$ (2,194)	\$ (25,122)
	240 Office Supplies	\$ (7,510)		\$ (7,510)		\$ (5,037)	\$ (2,473)
	241 Instructional Supplies	\$ -		\$ -		\$ -	\$ -
	243 Custodial Supplies	\$ -		\$ -		\$ -	\$ -
	244 Computer	\$ -		\$ -		\$ -	\$ -
	249 Other Supplies & Materials	\$ (1,150)		\$ (1,150)		\$ (150)	\$ (1,000)
Supplies and Materials:		\$ (8,660)	\$ -	\$ (8,660)		\$ (5,187)	\$ (3,473)
	250 Furniture & Equipment	\$ (2,000)	\$ (2,000)	\$ (4,000)		\$ (1,155)	\$ (2,845)
Equipment:		\$ (2,000)	\$ (2,000)	\$ (4,000)		\$ (1,155)	\$ (2,845)
	Miscellaneous	\$ -		\$ -		\$ -	\$ -
Capital Outlay:		\$ -	\$ -	\$ -		\$ -	\$ -
	301 Water	\$ -		\$ -		\$ -	\$ -
	300 Power	\$ -		\$ -		\$ -	\$ -
	302 Telephone	\$ -		\$ -		\$ -	\$ -
	299 Miscellaneous Exp	\$ (4,715)		\$ (4,715)		\$ (3,187)	\$ (1,528)
Utility/Miscellaneous Expenses:		\$ (4,715)	\$ -	\$ (4,715)		\$ (3,187)	\$ (1,528)
TOTAL Current Year Expenditures		\$ (63,704)	\$ (11,300)	\$ (75,004)		\$ (36,271)	\$ (38,733)
Total Prior Year Expenditures		\$ (9,005)	\$ (9,448)	\$ (18,453)		\$ (16,744)	\$ (1,710)
Total Expenditures		\$ (72,709)	\$ (20,748)	\$ (93,457)		\$ (53,015)	\$ (40,442)
Transfer for F & A - 4%		\$ (2,400)	\$ (1,120)	\$ (3,520)		\$ (1,664)	\$ (1,856)
ANNUAL SURPLUS (Deficit)		\$ (1,636)	\$ 6,132	\$ 4,496		\$ 6,211	\$ (1,714)

(*) \$,20,000 has been transferred to Fund 10 due to negative balance of this account as of Feb 2010

Signature _____ Date _____

3/17/2010