



UNIVERSITY OF GUAM
UNIBETSEDĀT GUÅHAN
Board of Regents

Resolution No. 19-47

RELATIVE TO APPROVING THE FY2020 AUXILIARY BUDGETS

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC) serving the post-secondary needs of the people of Guam and the Western Pacific region;

WHEREAS, the UOG Board of Regents (BOR) is responsible for approving and adopting budgets and plans for auxiliary units that derive their revenues from self-generating funds and fees;

WHEREAS, the BOR received recommendations on areas of resource needs and opportunities of auxiliary units from the University Planning and Budget Advisory Committee (UPBAC) with representation from the Faculty Senate, Deans' Council, Administrative Council, Faculty Union, Staff Council, and Student Government Association;

WHEREAS, the BOR received recommendations from the UPBAC on the goals articulated in the plans of the auxiliary units and on focusing auxiliary unit revenues and spending on the highest priorities within their business plan objectives;

WHEREAS, the University continues to demonstrate a commitment to deficit elimination and the seizing of opportunities in an atmosphere of declining resources related to the problems facing the economies of the island and the region;

WHEREAS, the University has implemented initiatives that enhance the institution, strengthening its commitment to institutional efficiency and effectiveness, revenue growth and cost savings; and

WHEREAS, the President has recommended, and the Budget, Finance, and Audit (BFA) Committee has reviewed the budgets, and together recommend that the BOR approve the following FY2020 Auxiliary Fund Budgets attached hereto:

Bookstore	Student Government Association
Cafeteria	Student Health
Intercollegiate Athletics Council	Residence Hall
Calvo Fieldhouse	Professional and International Programs (3)
	MARC Press

NOW, THEREFORE BE IT RESOLVED, that the BOR approves the University's FY2020 Auxiliary Budgets as attached hereto and will become effective immediately.

Adopted this 25th day of November 2019.

ATTESTED:

Thomas W. Krise, Ph.D., Executive Secretary

Christopher K. Felix, Chairperson



University of Guam
Auxiliary Funds
FY 2020 Budgets

	Triton Bookstore	Cafeteria	IAC	Calvo Fieldhouse	SGA	Student Health	Residence Hall	PIP	PIP(ELI)	PIP(EAP)	MARC Press	Total
Revenue	430,000	34,000	316,000	340,000	201,960	107,120	821,005	1,115,200	188,700	757,000	390,500	4,701,485
Salaries & Benefits	307,089		181,253	230,363	-	76,739	184,130	441,748	167,657	97,247	-	1,686,227
Travel	10,000		-	-	-	-	5,000	35,000	-	50,000	11,000	111,000
Contractual Services	17,500	-	46,000	20,500	20,460	20,381	353,400	448,452	9,543	141,000	115,000	1,197,236
Supplies	6,000	-	500	10,500	157,000	-	16,500	-	4,000	9,000	2,000	205,500
Equipment	-	-	8,000	5,000	5,000	-	2,000	3,000	-	-	-	23,000
Miscellaneous	900	-	11,000	3,000	2,000	-	35,000	-	-	179,753	241,500	473,153
Capital Outlay	-	-	-	-	-	-	-	10,000	-	-	-	10,000
Utilities	33,500	30,000	40,000	43,000	7,500	-	150,450	17,000	7,500	-	-	328,950
Transfer to F&A	50,000		25,000	25,000	10,000	10,000	40,000	160,000	-	280,000	15,620	615,620
Annual Surplus (Deficit)	5,011	4,000	4,247	2,637	-	-	34,525	(0)	(0)	0	5,380	55,799

UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/Unit: Triton Bookstore/Administration & Finance

Signature-Dept Head: Ann S.A. Leon Guerrero

Account No.: _____

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Sales Textbooks	280,000				
Sales Non-Textbooks	600,000				
On Line Store	50,000				
Purchase Textbooks	(140,000)				
Purchase Non-Textbooks	(360,000)				
	\$ 430,000	107,500	107,500	107,500	107,500

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 307,089	76,772	76,772	76,772	76,772
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Ann S.A. Leon Guerrero Auxiliary Services Director	5,000					
Buyer Staff	5,000					
Justification / Notes	Total FY20	\$ 10,000	2,500	2,500	2,500	2,500

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Postage, Long Distance			2,500				
Vehicle/Equipment			5,000				
Subscriptions, Due, Books							
Other Services Software			10,000				
Justification / Notes	Total FY20	\$ 17,500	4,375	4,375	4,375	4,375	

D. SUPPLIES

Item	Qty	Cost	Total				
Supplies & Materials			1,000				
Other Supplies & Materials							
Computer Equipment			5,000				
Justification / Notes	Total FY20	\$ 6,000	1,500	1,500	1,500	1,500	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Equipment							
Justification / Notes	Total FY20	\$ -					

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Bank Charges			500				
Miscellaneous Expense			400				
Justification / Notes	Total FY20	\$ 900	225	225	225	225	

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes	Total FY20	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	30,000				
Telephone	3,500				
Total FY20	\$ 33,500	8,375	8,375	8,375	8,375

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 50,000	12,500	12,500	12,500	12,500
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Annual Surplus (Deficit) \$ 5,011 1,253 1,253 1,253 1,253

UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/Unit: Cafeteria/Food Services

Signature-Dept Head: Ann S.A. Leon Guerrero

Account No.: _____

Quarterly Breakdown			
Oct-Dec	Jan-Mar	Apr-June	Jul-Sept

Revenue (Please list sources)

Rental	28,000
Vending Machine	6,000

A. SALARIES AND BENEFITS

Please attach staffing pattern					
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total

Justification / Notes	Total FY20	\$	-				
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C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total

Justification / Notes	Total FY20	\$	-				
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D. SUPPLIES

Item	Qty	Cost	Total

Justification / Notes	Total FY20	\$	-				
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E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total

Justification / Notes	Total FY20	\$	-				
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F. MISCELLANEOUS Expense

Item	Qty	Cost	Total

Justification / Notes	Total FY20	\$	-				
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G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total

Justification / Notes	Total FY20	\$	-				
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H. UTILITIES: Power, Water, Telephone

Item	Total
Power	30,000
Telephone	

Total FY20	\$	30,000	7,500	7,500	7,500	7,500
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I. Transfer for F & A Fees (see guidelines for more information)

Annual Surplus (Deficit)	\$	4,000	1,000	1,000	1,000	1,000
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UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/Unit: IAC
 Account No.: 41-810017

Signature-Dept Head: Douglas W. Palmer

Quarterly Breakdown

Oct-Dec Jan-Mar Apr-June Jul-Sept

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Athletic Fees	260,000				
Sports Leagues	6,000				
High School Championships and All Star games	20,000				
Triton Productions	15,000				
Fundraising	15,000				
	\$ 316,000	79,000	79,000	79,000	79,000

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 181,253	45,313	45,313	45,313	45,313
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Justification / Notes	Total FY20	\$ -			

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Other Services			5,000				
Coaches			41,000				
Justification / Notes	Total FY20	\$ 46,000		11,500	11,500	11,500	11,500

D. SUPPLIES

Item	Qty	Cost	Total				
Supplies & Materials			500				
Justification / Notes	Total FY20	\$ 500		125	125	125	125

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Athletics			5,000				
Recreation			3,000				
Justification / Notes	Total FY20	\$ 8,000		2,000	2,000	2,000	2,000

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Misc			1,000				
Athletic Hall of Fame			3,500				
Student Athletic Reception			3,500				
Start Up Costs for Sports Programs			3,000				
Justification / Notes	Total FY20	\$ 11,000		2,750	2,750	2,750	2,750

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes	Total FY20	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	40,000				
Telephone					
Justification / Notes	Total FY20	\$ 40,000	10,000	10,000	10,000

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 25,000	6,250	6,250	6,250	6,250
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Annual Surplus (Deficit)	\$ 4,247	1,062	1,062	1,062	1,062
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UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/Unit Fieldhouse Signature-Dept Head: Douglas W. Palmer
 Account No.: 42-810015

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Fieldhouse fees	195,000				
rental	135,000				
Triton Productions	10,000				
	\$ 340,000	85,000	85,000	85,000	85,000

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 230,363	57,591	57,591	57,591	57,591
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Justification / Notes	Total FY20	\$ -			

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Equipment Maintenance			15,000				
Vehicle/Equipment Lease			500				
Other services			5,000				
Justification / Notes	Total FY20	\$ 20,500		5,125	5,125	5,125	5,125

D. SUPPLIES

Item	Qty	Cost	Total				
Office supplies			500				
Custodial supplies			5,000				
Other Supplies & Materials			5,000				
Justification / Notes	Total FY20	\$ 10,500		2,625	2,625	2,625	2,625

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Equipment			5,000				
Justification / Notes	Total FY20	\$ 5,000		1,250	1,250	1,250	1,250

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Miscellaneous Expenses			3,000				
Justification / Notes	Total FY20	\$ 3,000		750	750	750	750

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes	Total FY20	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	40,000				
Telephone	3,000				
Total FY20	\$ 43,000	10,750	10,750	10,750	10,750

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 25,000	6,250	6,250	6,250	6,250
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Annual Surplus (Deficit) \$ 2,637 659 659 659 659

UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/Unit: Student Government Assoc Signature-Dept Head: Lawrence Camacho, Dean-EMSS

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Fall	97,920				
Spring	88,128				
Summer	15,912				
	\$ 201,960	48,960	93,024	44,064	15,912

201,960

A. SALARIES AND BENEFITS

Please attach staffing pattern					
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total
Justification / Notes	Total FY20 \$ -

0

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total
Ads, printing, Copying			5,000
Leadership Development-Misc			15,460
Justification / Notes	Total FY20	\$ 20,460	8,500 8,960 2,000 1,000

20,460

D. SUPPLIES

Item	Qty	Cost	Total
Other Supplies & Materials			5,000
Admin Operation Support (EMSS)			35,000
Business Office Support			5,000
Sponsored Activities			50,000
Charter Day/Blue Night			20,000
Computer Supplies			2,000
Stipends			20,000
Clubs/Theater/HR Transfers			20,000
Justification / Notes	Total FY20	\$ 157,000	71,500 32,500 32,000 21,000

157,000

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total
Furniture & Equipment			5,000
Justification / Notes	Total FY20	\$ 5,000	1,500 2,500 500 500

5,000

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total
Uniforms			2,000
Justification / Notes	Total FY20	\$ 2,000	2,000

2,000

G CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total
Justification / Notes	Total FY20	\$ -	

0

H. UTILITIES: Power, Water, Telephone

Item	Total
Power	6,500
Telephone	1,000
Total FY20	\$ 7,500 2,250 1,750 1,750 1,750

7,500

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 10,000	2,500	2,500	2,500	2,500
Total Expenditures	\$ 201,960				
Annual Surplus (Deficit)					

10,000

0

UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/Unit: EMSS-Student Health Signature-Dept Head: Lawrence Camacho, Dean-EMSS

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	
Student Health Fees	107,120					
Total FY2020	\$ 107,120	26,780	26,780	26,780	26,780	107,120

A. SALARIES AND BENEFITS

Nurse	\$ 76,739	19,185	19,185	19,185	19,185	76,739
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Justification / Notes	Total FY20	\$ -				0

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
physician			20,000				
subscriptions			381				
Justification / Notes	Total FY20	\$ 20,381	5,095	5,095	5,095	5,095	20,381

D. SUPPLIES

Item	Qty	Cost	Total				
Justification / Notes	supplies for the operations of student health office for students	Total FY20	\$ -				0

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Justification / Notes	Total FY20	\$ -					0

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Justification / Notes	Total FY20	\$ -					0

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes	Total FY20	\$ -					0

H. UTILITIES: Power, Water, Telephone

Item	Total					
Total FY20	\$ -					0

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 10,000	2,500	2,500	2,500	2,500	10,000
Total Expenditures	\$ 107,120					
Annual Surplus (Deficit)	\$ -					0

STUDENT HEALTH FY 2020-2021 STAFFING PATTERN

FY 2020 Staffing Pattern	Local	Auxiliary	
Vacant Nurse		56,014	56,014
Benefits (34%)		19,045	
Increments (3%)		1,680	
Total	<u>-</u>	<u>76,739</u>	76,739
<hr/>			
FY 2021 Staffing Pattern	Local	Auxiliary	
Vacant Nurse		57,694	57,694
Benefits (34%)		19,615	
Increments (3%)		1,731	
Total	<u>-</u>	<u>79,040</u>	79,040

IAC**FY 2020 Staffing Pattern**

ID#	Name	Position	Current Salary
32445	Dismas, Swingly	Recreation Supervisor	36,878
93755	Kayla Taguacta	Recreation Coordinator	26,520
158691	Alonika Fielder	Athletic Coordinator	26,520
146794	Palmer, Douglas	Athletics Director 50%	38,965
	Total		128,883
	Overtime		5,000
	Benefits (35%)		47,370
	Total Salary		181,253

FY 2020 Staffing Pattern

ID#	Name	Position	Current Salary
37284	Calceta, Virgilio	Maintenance Worker	35,287
3153	Camemo Jude	Maintenance Worker	35,287
27310	Guilas, Antonio (fund 1)	Maintenance Worker	9,996
122378	Martin Estabillo	Admin Coordinator	31,970
146794	Douglas Palmer	Athletics Director 50%	38,965
	Total		151,504
	Overtime		10,000
	Benefits (35%)		68,859
	Total Salary		230,363

UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/Unit: EMSS/Residence Halls Office Signature-Dept Head: Lawrence Camacho, Dean-EMSS

Revenue (Please list sources)

Quarterly Breakdown

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept	
Dorm Rental – Fall	186,861				186,861	186861
Spring	181,022		181,022			181022
Summer	40,700			40,700		40700
Intersession	19,000	19,000				20828
Meal Plan - Fall (\$136,800), Spring (\$124,975), Other (\$15687), (\$1225) (Meal charges\$287,843))	287,843	15,687	124,975	10,381	136,800	287,843
Washer/Dryer Rev/EQUIP RENTAL: Wash/Dry(\$2988) Equip Rental (\$1,590), Dorm Misc Charges (\$2,980)	7,568				7,568	7,568
Aux Miscellaneous- STORE RENTAL (\$10,384) RHGC FEE (\$2,890), GUEST (\$11,908) VENDING MACHINE(\$830)	26,012				26,012	26,012
Transfer to/from: PF-RENREP	72,000				72,000	18,540
	\$ 821,005	34,687	305,997	51,081	429,241	821,005

A. SALARIES AND BENEFITS

Please see attach staffing pattern	\$ 184,130	46,033	46,033	46,033	46,033	184,130
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Director	5,000				
Justification / Notes	Total FY2020	\$ 5,000	5,000		5,000

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Fuel			20,000				
Copier			3,500				
Cable Service			2,500				
Equipment Maintenance			10,000				
Dorm Meal Plan			287,843	15687	124,975	10,381	136,800
Other Services			29,557	16,389	16,389	16,389	16,389
Justification / Notes	24/7 Operaton (Dormitory)	Total FY2020	\$ 353,400	32,076	141,364	26,770	153,189

D. SUPPLIES

Item	Qty	Cost	Total				
Office Supplies			1,500				
Custodial Supplies			12,000				
Hardware			3,000				
Justification / Notes	24/7 Operaton (Dormitory)	Total FY2020	\$ 16,500	4,125	4,125	4,125	4,125

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
computers and printers			2,000				
Justification / Notes	Total FY2020	\$ 2,000			2,000		2,000

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Stipends			30,000				
Dorm Activites and Events			5,000				
Justification / Notes	Total FY2020	\$ 35,000	8,750	8,750	8,750	8,750	35,000

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes	Total FY2020	\$ -					0

H. UTILITIES: Power, Water, Telephone

Item	Total					
Power	150,000					
Telephone	450					
Justification / Notes	Total FY2020	\$ 150,450	37,613	37,613	37,613	37,613

I. Transfer for F & A Fees (see guidelines for more information)

	\$ 40,000	10,000	10,000	10,000	10,000	40,000
Total Expenditures	\$ 786,480					
Annual Surplus (Deficit)	\$ 34,525	(103,909)	53,112	(84,209)	169,531	34,525

UOG Residence Halls Office FY 2020 Staffing Pattern

Employee	Position	Est. Annual Salary	Est. Benefits.	Estimated Total Cost
Mark Mendiola	Housing Director	77,500	25,575	103,075
Vacant	Resident Life Assistant	25,406	8,384	33,790
Vacant	Building Custodian	17,769	5,864	23,633
Vacant	Building Custodian	17,769	5,864	23,633
Totals		138,444	45,687	184,130

UOG Residence Halls Office FY 2021 Staffing Pattern

Employee	Position	Est. Annual Salary	Est. Benefits.	Estimated Total Cost
Mark Mendiola	Housing Director	79,825	26,342	106,167
Vacant	Resident Life Assistant	26,369	8,702	35,071
Vacant	Building Custodian	18,442	6,086	24,528
Vacant	Building Custodian	18,442	6,086	24,528
Totals		143,078	47,216	190,294

UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/Unit Professional and International Programs (PDLLC) Signature-Dept Head: Carlos Taitano, Director

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Tuition	\$ 326,200				
Admin Cost/Workshops	\$ 100,000				
Examinations	\$ 145,000				
Other Contracts	\$ 300,000				
Miscellaneous Fees	\$ 115,000				
Summer Camps	\$ 129,000				
	\$ 1,115,200	278,800	278,800	278,800	278,800

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 441,748	110,437	110,437	110,437	110,437
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total				
Dr. Anita Enríquez	Off Island Travel	20,000			
Carlos Taitano		15,000			
Justification / Notes	Total	\$ 35,000	8,750	8,750	8,750

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Postage, Long Distance, Pagets			\$ 1,500.00				
Contractual Services			\$ 180,000.00				
Vehicle/Equipment Lease			\$ 10,000.00				
Ads, printing, copying			\$ 10,000.00				
Subscriptions, dues books			\$ 1,000.00				
Other Services			\$ 130,000.00				
Supplies & Materials			\$ 12,952.00				
Instructional Supplies			\$ 95,000.00				
Fuel/Lubrication			\$ 2,000.00				
Other Supplies and Materials			\$ 6,000.00				
Justification / Notes	Total	\$ 448,452		112,113	112,113	112,113	112,113

D. SUPPLIES

Item	Qty	Cost	Total				
Justification / Notes	Total	\$ -					

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Equipment			3,000				
Justification / Notes	Total	\$ 3,000		750	750	750	750

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Justification / Notes	Total	\$ -		0	0	0	0

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Diskubre Building			\$ 10,000.00				
Justification / Notes	Total	\$ 10,000.00		2,500	2,500	2,500	2,500

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	10,000				
Telephone	7,000				
Total	\$ 17,000	4,250	4,250	4,250	4,250

I. Transfer for General Operations Support

	\$ 160,000	40,000	40,000	40,000	40,000
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Annual Surplus (Deficit) \$ (0) (0) (0) (0) (0)

PIP FY 2020 Staffing Pattern

26.28% 1.45%

Department	Emp ID	Name	Title	Annual Salary	Retirement	Retire (DDI)	Soc. Sec	Medicare	Health	Dental	Life	Total Benefits	Total Salary & Benefits
Prof.developmnt&life-long Learn	0002269	VACANT	ADMIN OFFICER	-	-	-	-	-	-	-	-	-	-
Prof.developmnt&life-long Learn	0013980	Taitano, Carlos	DIR, PIP PDLLC	106,250	27,922	495	-	1,541	3,314	468	186	33,926	140,176
Prof.developmnt&life-long Learn	0010561	Raglimar, Daniel	Program Assistant	25,666	6,745	495	-	372	1,437	248	186	9,483	35,149
Prof.developmnt&life-long Learn	0109486	Bias, Amanda	Admin Supervisor	46,375	12,187	495	-	672	2,816	248	186	16,605	62,980
Prof.developmnt&life-long Learn	0100265	Santos, Gianna	OUTREARCH COORD	40,762	10,712	495	-	591	1,437	248	186	13,670	54,432
Prof.developmnt&life-long Learn		VACANT	Associate DIR, PROF INTL	-	-	-	-	-	-	-	-	-	-
Prof.developmnt&life-long Learn		VACANT	ADMIN ASST	38,000	9,986	495	-	551	6,510	2,582	186	20,311	58,311
Prof.developmnt&life-long Learn		Pacheco, Michael	Program Assistant	24,729	6,499	5,758	495	281	1,437	248	186	14,409	39,138
Prof.developmnt&life-long Learn		Pineda, John	Program Assistant	33,476	8,797	5,758	495	281	2,816	248	186	18,087	51,563
Prof.developmnt&life-long Learn	0085764	Bansil, Luigi	OUTREARCH COORD	40,762	10,712	495	-	591	3,940	239	186	16,164	56,926
Prof.developmnt&life-long Learn		Nuque, Geena	Program Assistant	25,666	6,745	5,758	495	281	1,437	248	186	14,655	40,321

English Learning Institute

Prof.developmnt&life-long Learn	0000770	Cruz, Eduardo	ESL INST	46,065	12,106	-	-	668	2,816	248	186	16,024	62,089
Prof.developmnt&life-long Learn	0003489	Flores, Edna	ESL INST	37,814	9,938	-	-	548	1,437	248	186	12,357	50,172
Prof.developmnt&life-long Learn	0134426	VACANT	ESL INST	-	-	-	-	-	-	-	-	-	-
Prof.developmnt&life-long Learn	0097667	Reda, Michael	ESL INST	40,706	10,697	495	-	590	2,379	343	186	14,691	55,397

124,585 32,741 495 - 1,806 6,632 839 559 43,072 670,629.08

UNIVERSITY OF GUAM FY2019 AUXILIARY BUDGET

Department/Unit: PIP English Language Institute

Signature-Dept Head Carlos R. Taitano, Director

Quarterly Breakdown

Revenue (Please list sources)

Oct-Dec Jan-Mar Apr-June Jul-Sept

Tuition	179,200				
Application/Registration Fees	9,500				
	\$ 188,700	47,175	47,175	47,175	47,175

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 167,657	41,914	41,914	41,914	41,914
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total
Instructors	-
Justification / Notes	
Total FY18	\$ -

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total
Postage, long distance	4	125	500
Contractual Services	1	7000	6,043
Ads, Printing, Copying, web	1	2000	2,000
Subscriptions, Dues, Books	2	500	1,000
Justification / Notes			
Total FY18		\$ 9,543	

D. SUPPLIES

Item	Qty	Cost	Total
Office Supplies	3	500	1,500
Instructional Supplies	3	500	1,500
Custodial supplies	2	100	-
Computer	1	1500	1,500
Other supplies and materials	2	500	1,000
Justification / Notes			
Total FY18		\$ 4,000	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total
			-
Justification / Notes			
Total FY18		\$ -	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total
NONE			
Justification / Notes			
Total FY18		\$ -	

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total
Justification / Notes			
Total FY18		\$ -	

H. UTILITIES: Power, Water, Telephone

Item	Total
Power	7,000
Telephone	500
Total FY18	\$ 7,500

I. Transfer for F & A Fees (see guidelines for more information)

	\$ -	0	0	0	0
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Annual Surplus (Deficit)	\$ (0)	1,000	(333)	(333)	(333)
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UNIVERSITY OF GUAM FY2020 AUXILIARY BUDGET

Department/ English Adventure Proce-Dept Head: Carlos R Taitano

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Long term English langauge programs	442,000				
Short Term (less than five days) programs	315,000				
Other					
	\$ 757,000	189,250	189,250	189,250	189,250

A. SALARIES AND BENEFITS

Outreach Coordinator/Program Assistant	\$ 97,247	24,312	24,312	24,312	24,312
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler		Total				
Carlos R Taitano	Director	10,000				
Lugi Bansil	Outreach Coordinator	10,000				
Students	Travel scholarships	30,000				
Justification / Not	Total	\$ 50,000	12,500	12,500	12,500	12,500

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
postage, long distance	4	500	2,000				
contractual services	4	15794	125,000				
Ads, printing, copying	4	1750	7,000				
Other services	4	1750	7,000				
Justification / Not	Total	\$ 141,000	35,250	35,250	35,250	35,250	

D. SUPPLIES

Item	Qty	Cost	Total				
Office supplies	4	750	3,000				
Instructional supplies	4	750	3,000				
computer/projector	4	1000	3,000				
Justification / Not	Total	\$ 9,000	7,200	1,600	200	0	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Computers/Laptops			-				
projectors							
cameras/video							
Justification / Not	Total	\$ -	0	0	0	0	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
meal plan	4	7500	60,000				
transportation			75,000				
excursions			44,753				
Justification / Not	Total	\$ 179,753	44,938	44,938	44,938	44,938	

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Not	Total	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power					
Telephone					
Total	\$ -				

Transfer for F & A Fees (see guidelines for more information)	\$ 280,000	70,000	70,000	70,000	70,000
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Annual Surplus (Deficit)	\$ 0	(4,950)	650	2,050	2,250
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UNIVERSITY OF GUAM FY2019 NON-APPROPRIATED FUND BUDGET

Monique Stone
Signature-Dept Head Monique Stone, Interim Director

Department/Unit: MARC UOG PRESS

Account No: 28-34-420018

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
BOOK SALES (Year to Date)	90,000				
Grants - Legislature	30,000				
GDOE -Text Book Project	250,000				
CLASS Storyboard	2,000				
SOE (Micronesia Educator)	6,500				
Guam History Book Fundraising	12,000				
	\$ 390,500	110,125	110,125	110,125	110,125

A. SALARIES AND BENEFITS

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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total					
Marketing Trip to CA (Chamoru Diaspora)	11,000					
Justification / Notes	Total FY18	\$ 11,000	2,750	2,750	2,750	2,750

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Copy Editor	1	\$25,000	25,000				
Graphic Layout Designer/s	2	15,000	30,000				
Printing/Re-printing 10 titles	1	60,000	60,000				
Justification / Notes	Total FY18	\$ 115,000	28,750	28,750	28,750	28,750	

D. SUPPLIES

Item	Qty	Cost	Total				
Miscellaneous Office Supplies (Paper, Pens, etc)			2,000				
Justification / Notes	Total FY18	\$ 2,000	500	500	500	500	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Justification / Notes	Total FY18	\$ -	0	0	0	0	0

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Stipends (Artist / Writers)			30,000				
Mailing/Shipping			1,000				
Mileage (Book Deliveries)			500				
GDOE Textbook Development (stipends for authors, editors, consultants, illustrators, photographer)			210,000				
Justification / Notes	Total FY18	\$ 241,500	60,375	60,375	60,375	60,375	

G. CAPITAL OUTLAY: Cost over \$5,000 - Equipment and Vehicles, All Library Acquisitions, All Building Repairs & Renovations

Item	Qty	Cost	Total				
Justification / Notes	Total FY18	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power					
Telephone					
	Total FY18	\$ -			

I. Transfer for F & A Fees (see guidelines for more information) @ 4%

	\$ 15,620				
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Annual Surplus (Deficit) \$ 5,380 17,750 17,750 17,750 17,750