



**UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
BOARD OF REGENTS**

RESOLUTION NO. 17-05

RELATIVE TO APPROVING THE FY2018 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 region;

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

WHEREAS, UOG 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; and

WHEREAS, the UPBAC provided recommendations on the goals articulated in the strategic plans of the auxiliary units, with auxiliary unit revenues and spending focused on the highest priorities within the unit's business plan objectives; and

WHEREAS, UOG 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; and

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

WHEREAS, the Budget, Finance, Investments and Audit Committee has reviewed and, together with the President, recommend to the BOR for approval the following FY2018 Auxiliary Fund Budgets attached hereto:

Bookstore	Student Government Association
Cafeteria	Student Health
Calvo Fieldhouse	Student Housing
Intercollegiate Athletics Council	Professional and International Programs

WHEREAS, the BFIA and the Student Affairs, Scholarship, Alumni Relations and Honorary Degree (SASARHD) Committees have reviewed draft proposals for changes to student institutional and course/lab fees that will impact future Auxiliary budgets; and

WHEREAS, the BFIA and SASARHD Committees intend to jointly sponsor a public hearing to address the proposed changes to the student institutional and course/lab fees, which are intended to become effective in AY 2017-2018.

NOW, THEREFORE, BE IT RESOLVED, that the UOG FY2018 Auxiliary Budgets named above and attached hereto are hereby approved and will become effective October 1, 2017.

BE IT FURTHER RESOLVED, that the provisions of UOG BOR Resolution No. 01-32 *Relative to Authorizing the President to Approve Quarterly Budget Re-forecasts and Requiring Annual Business Plans for Auxiliary Budgets*, adopted the 4th of October, 2001, remain in effect and are unchanged by this resolution.

BE IT FURTHER RESOLVED, that the President take the appropriate steps to facilitate community feedback regarding the proposed changes to the student institutional and course/lab fees, and submit a final proposal of fee changes to the BFIA and SASARHD Committees to consider for recommendation to the BOR for implementation in AY 2017-2018.

Adopted this 16th day of February, 2017.



Antoinette D. Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary



University of Guam
 Auxiliary Funds
 FY 2018 Budgets as of February 2017

	Triton Bookstore	Cafeteria	IAC	Calvo Fieldhouse	SGA	Student Health	Residence Hall	PPP	ELI	EAP	Total
Revenue	450,000	39,000	282,800	484,290	201,960	107,120	670,751	1,187,400	211,100	430,600	4,065,021
Salaries & Benefits	329,552		157,510	350,140		57,436	265,241	442,379	170,464	-	1,772,722
Off-Island Travel	10,000					-		35,000	5,000	62,000	112,000
Contractual Services	16,500	-	49,000	14,100	20,460	26,780	30,883	448,500	10,500	116,600	733,323
Supplies	2,000	-	7,500	13,500	157,000	9,304	14,626	-	4,200	9,000	217,130
Equipment	2,000	-	4,000	10,000	5,000	3,600	5,217	3,000	-	20,000	52,817
Miscellaneous	3,000		1,000	10,500	2,000		14,574	-		110,000	141,074
Capital Outlay	-						89,760				89,760
Utilities	33,500	24,000	38,790	59,000	7,500		200,450	17,000	13,000		393,240
Transfer to F&A	50,000		25,000	25,000	10,000	10,000	50,000	240,000	7,000	113,000	530,000
Annual Surplus (Deficit)	3,448	15,000	-	2,050	-	-	-	1,521	936	-	22,955

UNIVERSITY OF GUAM FY2018 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	450,000				
Sales Non-Textbooks	475,000				
Purchase Textbooks	(225,000)				
Purchase Non-Textbooks	(250,000)				
	\$ 450,000	112,500	112,500	112,500	112,500

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 329,552	82,388	82,388	82,388	82,388
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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 FY18	\$ 10,000	2,500	2,500	2,500	2,500

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Postage, Long Distance			10,000				
Vechicle/equipment			5,000				
Subscriptions, dues, books			1,000				
Other services			500				
Justification / Notes: _____		Total FY18	\$ 16,500	4,125	4,125	4,125	4,125

D. SUPPLIES

Item	Qty	Cost	Total				
Supplies & Materials			1,000				
Other Supplies & Materials			1,000				
Justification / Notes: _____		Total FY18	\$ 2,000	500	500	500	500

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Equipment			2,000				
Justification / Notes: _____		Total FY18	\$ 2,000	500	500	500	500

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Bank Charges			3,000				
Justification / Notes: _____		Total FY18	\$ 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 FY18	\$ -				

H. UTILITIES: Power, Water, Telephone

Item	Total						
Power	30,000						
Telephone	3,500						
Justification / Notes: _____		Total FY18	\$ 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)	\$ 3,448	862	862	862	862
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Bookstore Staffing Pattern
 FY 2018

ID#	Name	Position	Grade	Current Salary	New Salary
	Christyelyn Ochoco	Sales Associate	E-GPP	21,095	21,095
	Christine Concepcion	Inventory Associate	E-GPP	21,095	21,728
	Vacant Frozen	Admin. Assistant	J-GPP		
34459	David Quintanilla	Buyer II	I-GPP	35,744	36,816
110912	Tony Villanueva	Buyer I	H-GPP	29,650	30,540
27379	Ann Leon Guerrero	Aux Serv Director		78,070	78,070
23975	Paulita Reyes	Acct Tech II(BO Staff)*	I-GPP	41,786	43,040
	Total			227,440	231,288
	Overtime			10,000	15,000
	Benefits (36%)			81,878	83,264
	Total Salary			319,318	329,552
	* Bookstore temporarily funding BO Staff for over 5 years				

UNIVERSITY OF GUAM FY2018 AUXILIARY BUDGET

Department/Unit: Cafeteria/Food Court Signature-Dept Head: Ann S.A. Leon Guerrero
 Account No.: _____

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Rental & Power	25,000				
Vending Machine	14,000				
	\$ 39,000	9,750	9,750	9,750	9,750

A. SALARIES AND BENEFITS

Please attach staffing pattern					
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B. OFF-ISLAND TRAVEL

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

C. CONTRACTUAL SERVICES

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

D. SUPPLIES

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

E. EQUIPMENT: below \$5,000

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

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
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	24,000				
Telephone					
	Total FY18	\$ 24,000	6,000	6,000	6,000

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

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Annual Surplus (Deficit) \$ 15,000 3,750 3,750 3,750 3,750

UNIVERSITY OF GUAM FY2018 AUXILIARY BUDGET

Department/Unit: IAC
 Account No.: 41-2X-810014-X-520XXXX

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
Athletics Fees	242,800				
Athletic Tournaments	10,000				
Sports League	15,000				
Fund Raising	15,000				
	\$ 282,800	70,700	70,700	70,700	70,700

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 157,510	39,378	39,378	39,378	39,378
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B. OFF-ISLAND TRAVEL

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

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Vehicle/equipment lease							
Ads, printing & copy			500				
Other Services			2,500				
Class Instructors			6,000				
Coaches			40,000				
Justification / Notes:	Total FY18	\$ 49,000		12,250	12,250	12,250	12,250

D. SUPPLIES

Item	Qty	Cost	Total				
Supplies & Materials			1,000				
Instructional Materials			500				
Fuel			1,000				
Other Supplies & Materials			5,000				
Justification / Notes:	Total FY18	\$ 7,500		1,875	1,875	1,875	1,875

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Equipment			2,000				
Recreation			2,000				
Justification / Notes:	Total FY18	\$ 4,000		1,000	1,000	1,000	1,000

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Miscellaneous			1,000				
Justification / Notes:	Total FY18	\$ 1,000		250	250	250	250

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	38,790				
Telephone					
Total FY18	\$ 38,790	9,698	9,698	9,698	9,698

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) \$ - 0 0 0 0

UNIVERSITY OF GUAM FY2018 AUXILIARY BUDGET

Department/Unit: _____ Field House Signature-Dept Head: _____ Douglas W. Palmer
 Account No.: _____ 42-2X-810015-S-520XXXX

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Transfer Fieldhouse Fees (90%)	161,400				
Rental (General Use)	125,000				
Users Fees	1,500				
Concession Sales	10,000				
Adventures Sports Camp	155,000				
Transfer General OPS Salaries (60%)	31,390				
	\$ 484,290	121,073	121,072	121,073	121,073

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 350,140	87,535	87,535	87,535	87,535
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B. OFF-ISLAND TRAVEL

Name & Position of Traveler	Total

Justification / Notes: _____	Total FY18	\$ -				
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C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total
Postage, Long Distance, Pagets			100
Equipment Maintenance			1,000
Vehicle/Equipment Lease			10,000
Other Services			3,000

Justification / Notes: _____	Total FY18	\$ 14,100	3,525	3,525	3,525	3,525
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D. SUPPLIES

Item	Qty	Cost	Total
Office Supplies			500
Custodial Supplies			8,000
Other Supplies & Materials			5,000

Justification / Notes: _____	Total FY18	\$ 13,500	3,375	3,375	3,375	3,375
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E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total
Equipment			5,000
Summer Camp equipment			5,000

Justification / Notes: _____	Total FY18	\$ 10,000	2,500	2,500	2,500	2,500
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F. MISCELLANEOUS Expense

Item	Qty	Cost	Total
Summer Camp - CPR, 1st Aid, AED			3,000
Summer Camp - T-Shirts			7,500

Justification / Notes: _____	Total FY18	\$ 10,500	2,625	2,625	2,625	2,625
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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 FY18	\$ -				
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H. UTILITIES: Power, Water, Telephone

Item	Total
Power	55,000
Telephone	4,000

Total FY18	\$ 59,000	14,750	14,750	14,750	14,750
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I. Transfer for F & A Fees (see guidelines for more information)

	\$ 25,000				
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Annual Surplus (Deficit)	\$ 2,050	6,763	6,762	6,763	6,763
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IAC

FY 2018 Staffing Pattern

ID#	Name	Position	Grade	Current Salary	Increment Date
32445	Dismas, Singly	Recreation Supervisor	I	33,182	3/12/2018
	Sakisat, Julian	Recreation Leader 1	H	19,040	
	Taguacta, Cera	Recreation Leader 1	H	19,040	
146794	Douglas Palmer	Athletics Director		37,830	
	Total			109,092	
	Overtime			5,000	
	Benefits (35%)			43,418	
	Total Salary			157,510	

UNIVERSITY OF GUAM FY2018 AUXILIARY BUDGET

Department/Unit: Student Government Assoc Signature-Dept Head: Dr. Michael C. Gunn, Dean of EMSS

Quarterly Breakdown

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

A. SALARIES AND BENEFITS

Please attach staffing pattern					
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B. OFF-ISLAND TRAVEL

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

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Ads, printing, Copying			5,000				
Leadership Development-Misc			15,460				
Justification / Notes:	Total FY18	\$ 20,460		8,500	8,960	2,000	1,000

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 FY18	\$ 157,000		81,500	32,500	32,000	21,000

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Furniture & Equipment			5,000				
Justification / Notes:	Total FY18	\$ 5,000		1,500	2,500	500	500

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
Uniforms			2,000				
Justification / Notes:	Total FY18	\$ 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 FY18	\$ -					

H. UTILITIES: Power, Water, Telephone

Item	Total				
Power	6,500				
Telephone	1,000				
Total FY18	\$ 7,500	2,250	1,750	1,750	1,750

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)					

**Fieldhouse
FY 2018 Staffing Pattern**

ID#	Name	Position	Grade	Current Salary	Increment Date
37284	Calceta, Virgilio	Maintenance Worker	H	35,287	11/15/2018
3153	Camemo Jude	Maintenance Worker	H	34,202	11/14/2018
27310	Guilas, Antonio (fund 10 60%)	Maintenance Worker	H	38,753	6/27/2019
122378	Sarita Reyes	Administrative Assistant	J	33,476	1/13/2018
146794	Douglas Palmer	Athletics Director 50%		37,830	
	Sports Camp Employees			75,000	
Total				254,548	
Overtime				10,000	
Benefits (35%)				85,592	
Total Salary				350,140	

UNIVERSITY OF GUAM FY2018 AUXILIARY BUDGET

Department/Unit: EMSS-Student Health Signature-Dept Head: Dr. Michael C. Gunn, Dean of EMSS

Revenue (Please list sources)		Quarterly Breakdown			
		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Student Health Fees	107,120				
Total FY15	\$ 107,120	26,780	26,780	26,780	26,780

A. SALARIES AND BENEFITS

Admin. Assistant + Benefits+increments/50% Nurse Salary (50%)	\$ 57,436	14,359	14,359	14,359	14,359
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B. OFF-ISLAND TRAVEL

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

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
physician			23,690				
subscriptions			3090				
Justification / Notes:	Total FY18	\$ 26,780	6,695	6,695	6,695	6,695	

D. SUPPLIES

Item	Qty	Cost	Total				
medical supplies			9,304				
Justification / Notes: supplies for the operations of student health office for students	Total FY18	\$ 9,304	2,326	2,326	2,326	2,326	

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total				
Computer	1	2500	2,500				
Scanner	1	600	600				
Printer	1	500	500				
Justification / Notes:	Total FY18	\$ 3,600		600	500	2,500	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total				
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				
Total FY18	\$ -				

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

	\$ 10,000	2,500	2,500	2,500	2,500
Annual Surplus (Deficit)	\$ -	900	300	400	(1,600)

STUDENT HEALTH FY 2018 STAFFING PATTERN

Student Health FY 2018 Staffing Pattern	Local	Auxiliary
Fernabel De La Pena, AO		40,841
Community Nurse Vacant (50/50)	43,560	44,866
Benefits (34%)	15,682	30,855
Increments (3%)	1,307	2,571
Total	60,548	119,133

UNIVERSITY OF GUAM FY2018 AUXILIARY BUDGET

Department/Unit: EMSS/Residence Halls Office Signature-Dept Head: Dr. Michael Guam, Dean of EM

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Dorm Rental – Fall	243,413				243,413
Spring	231,039		231,039		
Summer	71,188			71,188	
Intersession	21,452	21,452			
Guest	12,020	3,005	3,005	3,005	3,005
Washer/Dryer Rev	12,020	3,005	3,005	3,005	3,005
Aux Miscellaneous	5,459	1,365	1,365	1,365	1,364
Transfer to/from: PF-RENREP	74,160	18,540	18,540	18,540	18,540
	\$ 670,751	47,367	256,954	97,103	269,327

A. SALARIES AND BENEFITS

Please see attach staffing pattern	\$ 265,241	66,310	66,310	66,310	66,311
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B. OFF-ISLAND TRAVEL

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

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total
Fuel			16,884
Copier			896
Cable Service			2,110
Equipment Maintenance			2,251
Other Services			8,742
Justification / Notes: <u>24/7 Operation (Dormitory)</u>	Total FY18	\$ 30,883	7,721 7,721 7,721 7,720

D. SUPPLIES

Item	Qty	Cost	Total
Office Supplies			1,030
Custodial Supplies			10,300
Hardware			3,296
Justification / Notes: <u>24/7 Operation (Dormitory)</u>	Total FY18	\$ 14,626	3,500 3,500 3,500 3,700

E. EQUIPMENT: below \$5,000

Item	Qty	Cost	Total
computers and printers			5,217
Justification / Notes:	Total FY18	\$ 5,217	

F. MISCELLANEOUS Expense

Item	Qty	Cost	Total
Stipends			10,000
Dorm Activities and Events			4,574
Justification / Notes:	Total FY18	\$ 14,574	3,750 3,750 3,750 3,750

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

Item	Qty	Cost	Total
Furnishings/Appliances			20,000
Repairs/Renovations			69,760
Justification / Notes: <u>Continue repairs/renovations. Purchase commercial freezers & W-Heaters to accommodate increased number of residents, required for dormitories</u>	Total FY18	\$ 89,760	22,440 22,440 22,440 22,440

H. UTILITIES: Power, Water, Telephone

Item	Total
Power	200,000
Telephone	450
Total FY18	\$ 200,450

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

	\$ 50,000				
Total Expenditures	\$ 670,751				
Annual Surplus (Deficit)	\$ -				

UOG Residence Halls Office FY 2018 Staffing Pattern

Employee	Position	Est. Annual Salary	Est. Benefits.	Estimated Total Cost
Jonathan Triplet	Housing Director	\$77,250.00	\$29,042.32	\$106,292.32
Vacant	Administrative Assistant	\$42,661.00	\$15,571.27	\$58,232.27
	Building Custodian	\$19,141.00	\$6,986.47	\$26,127.47
	Building Custodian	\$19,141.00	\$6,986.47	\$26,127.47
	Building Custodian	\$19,141.00	\$6,986.47	\$26,127.47
	Building Custodian	\$19,141.00	\$6,986.47	\$26,127.47
Totals		\$196,475.00	\$72,559.45	\$269,034.45

UNIVERSITY OF GUAM FY2018 AUXILIARY BUDGET

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

Quarterly Breakdown

Revenue (Please list sources)

		Oct-Dec	Jan-Mar	Apr-June	Jul-Sept
Tuition	\$ 303,900.00				
Admin Cost/Workshops	\$ 170,000.00				
Examinations	\$ 169,500.00				
Other Contracts	\$ 300,000.00				
Miscellaneous Fees	\$ 115,000.00				
Summer Camps	\$ 129,000.00				
	\$ 1,187,400	296,850	296,850	296,850	296,850

A. SALARIES AND BENEFITS

Please attach staffing pattern	\$ 442,379	110,595	110,595	110,595	110,595
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B. OFF-ISLAND TRAVEL

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

C. CONTRACTUAL SERVICES

Item	Qty	Cost	Total				
Postage, Long Distance, Pagers		\$ 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		\$ 13,000.00					
Instructional Supplies		\$ 95,000.00					
Fuel/Lubrication		\$ 2,000.00					
Other Supplies and Materials		\$ 6,000.00					
Justification / Notes:		Total	\$ 448,500	112,125	112,125	112,125	112,125

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				
Justification / Notes:		Total	\$ -				

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 F & A Fees (see guidelines for more information)	\$ 240,000	60,000	60,000	60,000	60,000
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Annual Surplus (Deficit)	\$ 1,521	380	380	380	380
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