



TERRITORY OF GUAM
OFFICE OF THE GOVERNOR
AGAÑA, GUAM 96910
U. S. A.

EXECUTIVE ORDER NO. 2002-12

**RELATIVE TO ESTABLISHING A REVOLVING FUND
FOR THE DEPARTMENT OF ADMINISTRATION TO
COVER COSTS FOR THE TREASURER OF GUAM
FINANCIAL MANAGEMENT DIVISION FOR
SERVICES PROVIDED TO SEMI-AUTONOMOUS AND
AUTONOMOUS DEPARTMENTS AND AGENCIES.**

WHEREAS, §22101 of Chapter 22 of Title 5, Guam Code Annotated, states that the Treasurer of Guam Financial Management Division, as the designated agent (custodian), shall receive and account for all monies from whatever source, which includes receipts for taxes, fees, licenses, permits, court-ordered support, etc.; and shall ensure that these funds are properly and promptly deposited and credited to the correct government of Guam account; and

WHEREAS, these services shall be charged to semi-autonomous and autonomous departments and agencies when requested; and

WHEREAS, there is a need for a revolving fund to handle and account for money and deposits to be charged for treasury services;

NOW, THEREFORE, I, CARL T.C. GUTIERREZ, I Maga'Lahen Guåhan, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do order:

1. **Creation of fund.** There is created a Financial Management Division Revolving Fund.
2. **Department of Administration to administer.** The Financial Management Division Revolving Fund shall be administered and maintained by the Department of Administration and the department's director shall designate the approving official for disbursements.
3. **Authorization to charge for services.** The Treasurer of Guam, Financial Management Division of the Department of Administration, is authorized to charge for all services provided in the areas of personnel costs, collection of payments received by mail and over-the-counter, preparation and distribution of official receipts, preparation and distribution of collections and deposits, costs for contractual services for printing of envelopes and checks, processing of postage meter refill and delivery to the United States Postal Office, and the reporting, safekeeping, recording, distribution of checks and all other related functions for the operations of the Financial Management Division.
4. **Money to be deposited in the fund.** All money and deposits collected for the services enumerated in Item 3 above shall be deposited in the Fund created in Item 1 above.



5. **Expenditures from the fund.** The Fund may be expended for all expenses incurred incidental to the services enumerated in Item 3 above so long as these expenditures are for the administrative costs and supply or equipment costs associated with Treasury functions related to the Financial Management Division.
6. **Accounting of money and deposits.** A complete and accurate accounting of all money and deposits paid into and withdrawn from the Fund created in Item 1 above shall be maintained by the Department of Administration. The accounting shall include and clearly identify the sources and amounts of all money and deposits paid into or withdrawn from the Fund.

SIGNED AND PROMULGATED at Hagåtña, Guam this 11th day of April, 2002.

A handwritten signature in black ink, appearing to read "Carl T. C. Gutierrez", written over a horizontal line.

CARL T. C. GUTIERREZ
I Maga'Lahen Guåhan
Governor of Guam