



"45 Years of Health, Safety and Public Welfare"

THE GUAM BOARD OF REGISTRATION FOR

PROFESSIONAL ENGINEERS, ARCHITECTS & LAND SURVEYORS

Inemnon Rihestrasyon Iaheneran Profesional, Atketehto yan Agransosol Tano'

February 22, 2006

The Honorable Senator Edward J.B. Calvo
Chairman
Committee on Finance, Taxation & Commerce
Office of the Finance and Budget
Twenty-Eight Guam Legislature
Hagåtña, Guam 96910

SUBJECT: FY2007 BUDGET REQUEST

Dear Senator Calvo:


Hafa Adai! Submitted herewith are:

- Original copy
- Twenty Copies
- Electronic File

of the Professional Engineers, Architects and Land Surveyors (PEALS) Board operating budget for Fiscal Year 2007 for your review and consideration.

We trust you find everything in order.

Sincerely,


AMOR A. PAKINGAN
Board Administrator

Enclosures

Committee on Finance, Taxation and Commerce
Office of Finance and Budget
Date Rcv'd: 02/22/06
Time: 3:35 pm
Rcv'd by: [Signature]
Print Name: Jose M.

The Guam Board of Registration
for
Professional Engineers, Architects and Land Surveyors

FY2007
Budget Request



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR
Post Office Box 2950, Hagåtña Guam 96932

FELIX P. CAMACHO
GOVERNOR

KALEO S. MOYLAN
LIEUTENANT GOVERNOR

CARLOS P. BORDALLO
DIRECTOR

JOSE S. CALVO
DEPUTY DIRECTOR



CERTIFICATION

The Bureau of Budget and Management Research has certified that the Department/Agency total General Fund and/or Special Fund request for Fiscal Year 2007 is within the Governor's approved budget ceiling level for:

PROFESSIONAL ENGINEERS, ARCHITECTS AND LAND SURVEYORS (PEALS)
BOARD

It should be noted that the accuracy and justification of the information contained in the attached budget document is the responsibility of the aforementioned Department/Agency.


CARLOS P. BORDALLO

Date: 2/21/06 


Inside Budget Package . . .

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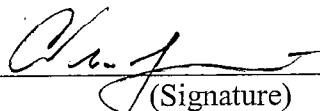
**Government of Guam
Fiscal Year 2007 Budget**

Department/Agency Budget Certification

Department/Agency: Guam Board of Registration for Professional Engineers, Architects
and Land Surveyors (PEALS Board)

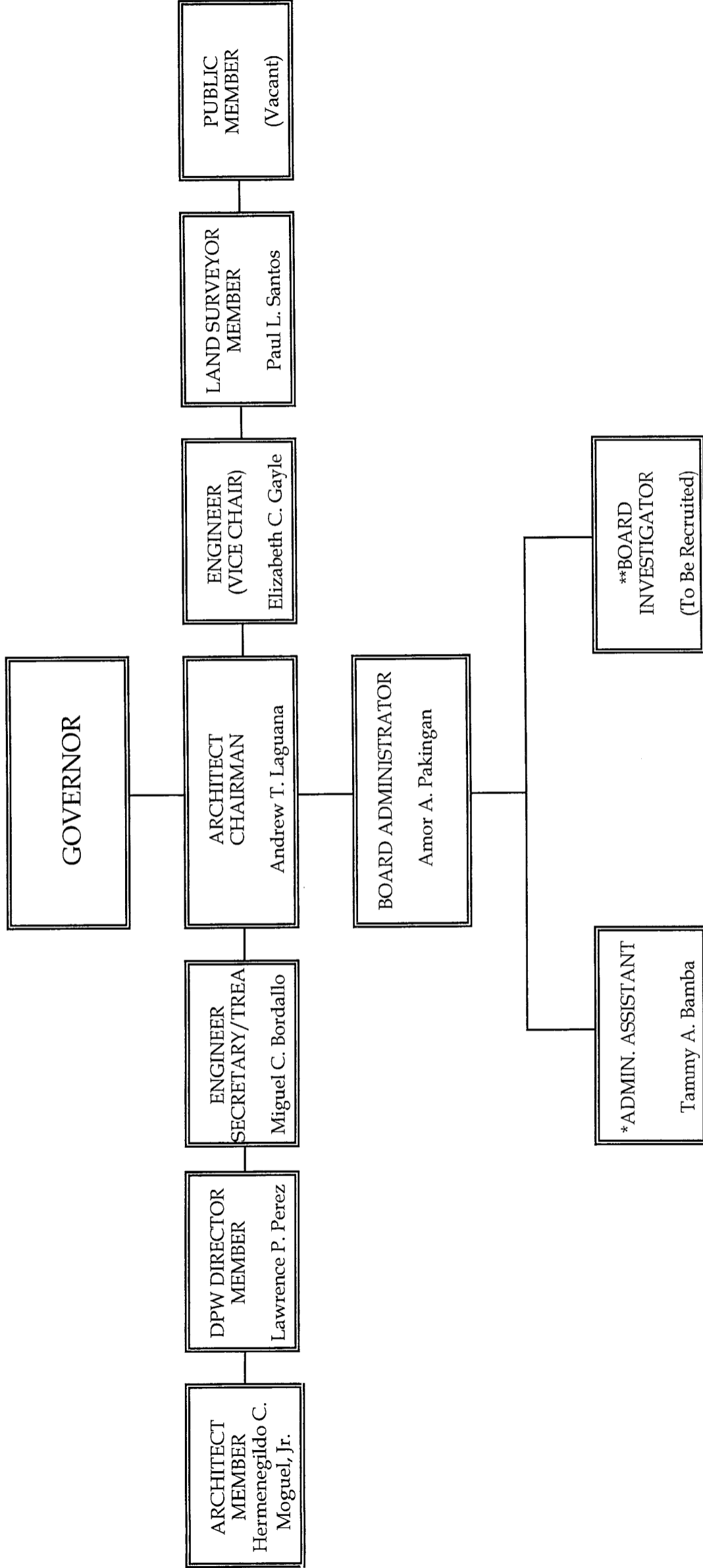
Department/Agency Head: Andrew T. Laguana, A.I.A., Chairman

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein, to be sufficient to execute the mission, goals, and objectives of this department for Fiscal Year 2007. I further certify the accuracy of the information contained in this document.

Department/Agency Head:  Date: 2/16/06
(Signature)

**PROFESSIONAL ENGINEERS, ARCHITECTS and
LAND SURVEYORS BOARD**

ORGANIZATIONAL CHART
(For the year 2006)



*Underfilling by a Private Secretary/ full-time. Position has been announced.

** Position is currently being announced

Government of Guam
Fiscal Year 2007 Budget
Department/Agency Narrative

FUNCTION:

AGENCY: Guam Board of Registration for Professional Engineers, Architects and Land Surveyors

MISSION STATEMENT:

The PEALS Board is one of the 55 member Boards which compose the National Council of Examiners for Engineering and Surveying (NCEES), the National Council of Architectural Registration Boards (NCARB), and Western Council of Architectural Registration Boards (WCARB).

The mission of the Professional Engineers, Architects and Land Surveyors (PEALS) Board is to safeguard life, health, property, and public welfare through the regulation of the practice of professional engineering, architecture and land surveying in Guam by:

- Ensuring that those entering the practice meet standards of competency by way of education, experience, and examination;
- Establishing standards of practice for those licensed to practice;
- Requiring that any person practicing or offering to practice engineering, architecture and land surveying be licensed;
- Providing information for the public to make informed decisions;
- Focus on prevention, providing information and educational materials to consumers, candidates, clients, licensees, and others. Be progressive in utilizing the most advanced means of providing services; and
- Enforcing the laws, codes and standards governing engineering, architectural and land surveying practice in a fair, expeditious and uniform manner.

GOALS AND OBJECTIVES:

The PEALS Board has established the following goals and objectives which provide the framework for the results it wants to achieve in furtherance of its mission:

- Ensure the professional qualifications of those practicing engineering, architecture and land surveying by setting requirements for education, experience, and examination.
- Establish regulatory standards of practice for those licensed as professional engineer, architects and land surveyors. Review and make recommendations to revise the Law and

Board's regulations to reflect current practice.

- Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.
- Increase public awareness of Professional Engineers, Architects and Land Surveyors (PEALS) Board's mission, activities and services.
- To improve effectiveness of relationships with other organizations in order to further PEALS Board missions and goals. Work with the private sector and Building Permits & Inspection Division of DPW to enhance public safety and welfare through resolving recurring problems and issues with the Building Code Review and Enforcement activities, as well as revising Guam's outdated Building Law
- To enhance organization development and effectiveness. Implement continuing professional development/continuing education program as a requirement for licensure.
- Improve the quality of customer service in all programs.

**Decision Package
FY2007**

Department/Agency: Guam Board of Registration for Professional Engineers, Architects and Land Surveyors

Program Title: Administrative, Regulatory and Enforcement

Activity Description:

- To regulate the practice of engineering, architecture and land surveying in order to safeguard life, health and property and promote the public welfare.
- To provide for registration of individuals, business firms i.e. corporations, partnerships, associations, etc. so that they may practice engineering, architecture or land surveying on Guam in accordance with Title 22 of the Government Code of Guam.

Major Objective(s):

- To ensure registration of individuals, business firms and/or associations in accordance with the registration law. continue to enforce the provisions of the PEALS Registration Law to individuals and firms covered under the Act.
- Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.
- Increase public and professional awareness of PEALS Board's mission, activities and services.

Short-term Goals:

- Revision of existing Rules and Regulations to improve board operations and enforcement efforts to violators of the law, rules and regulations and Code of Ethics.
- Implement continuing professional development/continuing education program as a requirement for licensure.
- Amend and update the Rules of Professional Conduct for Professional Engineers, Architects and Land Surveyors registered with this Board.
- Continue to assist the Building Permits and Inspection division by monitoring its permitting process to ensure full compliance of registered professional with the PEALS Board.
- Coordinate the conduct of refresher courses on engineering, architecture and land surveying with various professional associations.
- Work with private sector and BPI Division of the Department of Public works to enhance public safety and welfare through resolving recurring problems and issues with the Building code Review and Enforcement activities, as well as revising Guam's outdated Building Law.

WORKLOAD OUTPUT

Workload Indicator:	FY2005 Level of Accomplishment	FY2006 Anticipated Level	FY2007 Projected Level
Review applications, administer examinations, issues licenses/certificates	100%	100%	100%
Revise/Amend Rules of Professional Conduct	50%	50%	100%
Review Rules and Regulations and propose additional rules or modifications if necessary.	-	50%	100%
Monitor methods of practice and proposed changes in laws that may impact the professions.	50%	50%	100%
Update written materials and PEALS website which include database of its registrants.	50%	100%	100%
Expand its website access with more information and value to users.	50%	50%	100%

Government of Guam
Fiscal Year 2007
Budget Digest

[BBMR BD-1]

Function:
Department Guam Board of Registration for Professional Engineers, Architects and Land Surveyors
Program: Administrative, Regulatory, Enforcement

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			
		FY 2005 Expenditures & Encumbrances	FY 2006 Authorized Level	FY 2007 General Fund	FY 2007 Federal Fund(s)	FY 2007 Other Fund 1/	FY 2007 Total Req. (C+D+E)

PERSONNEL SERVICES							
111	Regular Salaries/Increments	\$63,717	\$96,531	\$0	\$0	\$97,538	\$97,538
112	Overtime/Special Pay	0	0	0	0	0	0
113	Benefits	16,641	31,022	0	0	30,744	30,744
TOTAL PERSONNEL SERVICES		\$80,358	\$127,553	\$0	\$0	\$128,282	\$128,282

OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$375	\$1,500	\$0	\$0	\$2,500	\$2,500
230	CONTRACTUAL SERVICES:	58,414	48,791	0	0	46,812	46,812
233	OFFICE SPACE RENTAL:	14,551	16,616	0	0	16,616	16,616
240	SUPPLIES & MATERIALS:	1,727	2,500	0	0	2,500	2,500
250	EQUIPMENT:	0	500	0	0	600	600
270	WORKERS COMPENSATION	0	0	0	0	0	0
271	DRUG TESTING	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	500	500	0	0	500	500
TOTAL OPERATIONS		\$75,567	\$70,407	\$0	\$0	\$69,528	\$69,528

UTILITIES							
361	Power	\$2,052	\$2,065	\$0	\$0	\$2,065	\$2,065
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll/ Internet	2,000	1,800	0	0	1,950	1,950
TOTAL UTILITIES		\$4,052	\$3,865	\$0	\$0	\$4,015	\$4,015

701	INDIRECT COST	\$0	\$0	\$0	\$0	\$0	\$0
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450	CAPITAL OUTLAY	\$2,203	\$0	\$0	\$0	\$0	\$0
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TOTAL APPROPRIATIONS		\$162,180	\$201,825	\$0	\$0	\$201,825	\$201,825
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1/ Specify Fund Source: PEALS Special Fund

FULL TIME EQUIVALENCES (FTEs)							
UNCLASSIFIED		1.00	1.00	0.00	0.00	0.00	0.00
CLASSIFIED		1.00	1.00	0.00	0.00	3.00	3.00
TOTAL FTEs		2.00	2.00	0.00	0.00	3.00	3.00

Schedule A - Off-Island Travel

Department/Agency: Board of Registration for Professional Engineers, Architects and Land Surveyors
 Division: _____
 Program: Administrative, Regulatory and Enforcement

Purpose / Justification for Travel	
Attendance to the annual meeting of the National Council of Examiners for Engineering and Surveying. The Board has the need for off-island travel because of the interstate and international scope of professional practice and the need to have input on the formulation of national examination and practice policies. The PEALS Board can only be effective on the national scene if it is adequately represented at national and regional meetings.	
Travel Date: August 2007	No. of Travelers: <u> </u> 1

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
Board Member	\$ -	\$ -	\$ -	\$ 2,500.00
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel	
Travel Date: _____	No. of Travelers: _____ *

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel	
Travel Date: _____	No. of Travelers: _____ *

Position Title of Traveler(s)	Air Fare	Per diem	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

* Provide justification for more than one traveler to the same conference / training / workshop / etc.

Schedule B - Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2006?	
				Yes	No
Reference and Exam Materials	2 x year		\$ 5,582.00	x	
Exam Room Rental	2 x year	450	\$ 900.00	x	
Equipments Maintenance			\$ 1,300.00	x	
Equipments Lease			\$ 5,425.00	x	
Dues & Subscription			\$ 14,050.00	x	
Courier Service			\$ 2,100.00	x	
Printing			\$ 1,800.00	x	
Postal Service			\$ 1,200.00	x	
Advertisements			\$ 455.00	x	
Legal Service/Hearing Officer			\$ 14,000.00	x	
Total Contractual			\$ 46,812.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2006?	
				Yes	No
Office and operational supplies			\$ 2,500.00	x	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Supplies & Materials			\$ 2,500.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2006?	
				Yes	No
Dictating machine			\$ 600.00	x	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Equipment			\$ 600.00		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2006?	
				Yes	No
Expenses incurred, i.e. incidental and clerical expenses when attending meetings			\$ 500.00	x	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Miscellaneous			\$ 500.00		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2006?	
				Yes	No
None			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Capital Outlay			\$ -		

**Government of Guam
Fiscal Year 2007 Budget
Agency Staffing Pattern
PROPOSED**

FUNCTIONAL AREA:

DEPARTMENT: Guam Board of Registration for Professional Engineers, Architects and Land Surveyors Board

PROGRAM: Administrative

FUND: 100% Special Fund

No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment Date	(I) Amt.	(J) E+F+G+I Subtotal	(K) Retirement (J * 21.81%)	(L) Retire (DDI) (\$9.16*26PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life (I)	(P) Input by Department		(Q) Dental (Premium)	(R) Total Benefit (K thru Q)	(S) (J + R) TOTAL
																Medical (Premium)				
1	1001	Board Administrator	Amor A. Pakingan	N/10	\$46,956	\$0	\$0		\$0	\$46,956	\$10,241	\$0	\$0	\$0	\$174	\$3,572	\$298	\$14,285	\$61,241	
2	1002	Administrative Assistant #	Tammy A. Bamba	I/3	24,062	0	0		0	24,062	5,248	238	0	349	174	0	0	0	6,009	30,071
3	1003	Board Investigator	To Be Recruited	L/1	26,520	0	0	N/A	0	26,520	5,784	238	0	385	174	3,572	298	10,451	36,971	
4					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
5					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
6					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
Grand Total:										\$97,538	\$21,273	\$476	\$0	\$733	\$522	\$7,144	\$596	\$30,744	\$128,282	

* Night Differential / Hazardous / Worker's Compensation / etc.

1/: FY 2006 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2007

currently filled by a Private Secretary. Position has been announced and anticipate to be filled soon.

**Government of Guam
Fiscal Year 2006 Budget
Agency Staffing Pattern
CURRENT**

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: Board of Registration for Professional Engineers, Architects and Land Surveyors Board

PROGRAM: Administrative

FUND: 100% Special Fund

No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) E+F+G+I Subtotal	(K) Retirement (J * 21.81%)	(L) Retire (DDI) (\$9.16*26PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life (1/)	Input by Department			(S) (J+R) TOTAL
								Date									Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	
1	1001	Board Administrator	Amor A. Pakingan	N/9	\$45,043	\$0	\$0	3/14/2006	\$906	\$906	\$45,949	\$10,021	\$0	\$0	\$0	\$174	\$3,572	\$194	\$13,961	\$59,910
2	1002	Administrative Assistant #	Tammy A. Bamba	I/3	24,062	0	0		0	0	24,062	5,248	238	0	349	174	0	0	6,009	30,071
3	1003	Board Investigator	To Be Recruited	L/1	26,520	0	0	N/A	0	0	26,520	5,784	238	0	385	174	4,501	446	11,528	38,048
4					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
5					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
6					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
Grand Total:											\$96,531	\$21,053	\$476	\$0	\$733	\$522	\$8,073	\$640	\$31,498	\$128,029

* Night Differential / Hazardous / Worker's Compensation / etc.

1/; FY 2006 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2007

currently filled by a Private Secretary. Position has been announced and anticipate to be filled soon.

Government of Guam
Federal Program Inventory
FY 2006 (Current) / FY 2007 (Estimated) Funding

FUNCTION:
DEPARTMENT/AGENCY:
PROGRAM:

Federal Grantor Agency / Federal Project Title	A	C.F.D.A. No. / Enabling Authority	B	C	D	FY 2007				I
						E	F	G	H	
			Grant Award Number	Match Ratio Federal/ Local:	Received / Projected	Estimated Funding	Local Matching Funds	Federal Matching Funds	100% Federal Grants	Grant Period
NOT APPLICABLE										

Government of Guam
Fiscal Year 2007 Budget
Equipment / Capital and Space Requirement

[BBMR EL-1]

Function :

Department/Agency: Board of Registration for Professional Engineers, Architects and Land Surveyors

Program:

EQUIPMENT/CAPITAL LISTING:			
Description	Quantity	Percentage of Use	Comments
Computer Systems	2	100	
Printer, HP Laserjet6	1	100	
Printer, Epson Stylus Color 900	1	0	inoperable
Printer, HP Laserjet, 2550L	1	100	
Copier Machine, Xerox	1	100	Lease
Fax Machine, HP 700	1	100	
Conference Table	1	100	
Conference Room Chair	8	100	
Guests Chairs	11	100	
Executive Chair	1	100	
Secretarial Chair	2	100	
Laptop Computer, Toshiba	1	100	
3-Drawer Filing Cabinet - Lateral	5	100	
4-Drawer Filing Cabinet - Lateral	2	100	
Work Station - Secretarial	1	100	
Binding Machine - Manual Type	1	100	
Kokuyu Safe - 3'-75"	1	100	
Bookcase	3	100	
Refrigerator, 9 cu. Ft	1	100	
Heavyduty Hand Trolley	1	100	
Vertical Blinds, 152" x 64", 144" x 64"	2	100	
Floor carpet	860 sq ft	100	

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):		Total Program Space Occupied (Sq. Ft.):	Comments
	Description	Square Feet	Percent of Total Program Space	
Centrally located, Room 208	860	100		
Accessible to the public				
Provides elevator				
Meets ADA requirements				
Adequate lighting				
Proper ventilation and cooling				
Protected space for large volume of records				
Conference Room				
Conveys the professionalism of the Board				

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
BUDGET DOCUMENT CHECKLIST**

Department/Agency: Board of Registration for PEALS Date Received by BBMR: _____
 Division/Program: _____ Date Reviewed: _____

Checklist for FY_2007_Budget Review

	<u>Department/Agency</u>		<u>BBMR</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
<u>General</u>				
Is the department/agency request within the Governor's established ceiling?	x			
Is the summary consistent with detail pages?	x			
Are the required budget forms attached?				
a. Agency Budget Certification Form [BBMR ABC]	x			
b. Agency Narrative Form [BBMR AN-N1]	x			
c. Decision Package [BBMR DP-1]	x			
d. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A]	x			
e. Agency Staffing Pattern Forms [BBMR SP-1]	x			
f. Federal Program Inventory Form [BBMR FP-1]		x		
g. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	x			
I. Agency Budget Certification Form [BBMR ABC]				
1. Department/Agency certified that all amounts requested are sufficient to execute the mission, goals, and objectives and that a complete and accurate review has been made on all budget documents?	x			
II. Agency Narrative Form [BBMR AN-N1]				
1. Is the mission statement correct and consistent with the department/agency's enabling act?	x			
2. Are the goals and objectives correct and consistent with the department/agency's mission?	x			
III. Decision Package [BBMR DP-1]				
1. Is activity description correct?	x			
2. Is major objective correct?	x			
3. Are short term goals correct?	x			
4. Is workload output reflected correctly?	x			
IV. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A]				
A.) BBMR BD-1				
<u>Personnel Services</u>				
1. Are figures reflected consistent with the attached staffing pattern(s)?	x			
2. Are amounts reflected in each column accurate?	x			
3. Are computations correct?	x			
<u>Operations</u>				
1. Are the amounts reflected under columns, "Governor's Request", for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A)?	x			
2. Are amounts reflected in each column accurate?	x			
3. Are computations correct?	x			
<u>Utilities</u>				
1. Are amounts reflected in each column correct?	x			
<u>Indirect Cost</u>				
1. If applicable, are indirect cost reflected in each column accurate?	n/a			
<u>Capital Outlay</u>				
1. Are amounts reflected under columns, "Governor's Request", consistent with schedule F as detailed in the budget digest subform, [BBMR 96A]?	n/a			
<u>Full Time Equivalencies (FTEs)</u>				
1. Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	x			

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
BUDGET DOCUMENT CHECKLIST**

Department/Agency: Board of Registration for PEALS Date Received by BBMR: _____
 Division/Program: _____ Date Reviewed: _____

Checklist for FY 2007 Budget Review

	Department/Agency		BBMR	
	Yes	No	Yes	No
B.) BBMR TA-1				
1. Is the purpose/justification for travel defined?	x	_____	_____	_____
2. Is/Are the travel date(s) and number of travelers reflected?	x	_____	_____	_____
3. Is/Are the position title(s) of the traveler(s) reflected?	x	_____	_____	_____
4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?	x	_____	_____	_____
C.) BBMR 96A				
1. Are "Items" under schedules B - F listed in detail?	x	_____	_____	_____
2. Is the "Quantity" under schedules B - F reflected for respective items?	x	_____	_____	_____
3. Is the "Unit Price" and "Total Price" accurate for each item under schedules B - F?	x	_____	_____	_____
V. Agency Staffing Patterns Forms [BBMR SP-1]				
1. Are position titles correct?	x	_____	_____	_____
2. Are position numbers reflected?	x	_____	_____	_____
3. Are the salary levels consistent with the Civil Service Commission, Classification and Pay Plan?	x	_____	_____	_____
4. Are filled positions funded?	x	_____	_____	_____
5. Are vacancies reflected?	x	_____	_____	_____
6. Is funding for vacancies requested?	x	_____	_____	_____
7. Did request to fund vacancies receive Governor's approval?	x	_____	_____	_____
8. Are increment amounts reflected (should be no per Public Law)?	x	_____	_____	_____
9. Are rates reflected under "Benefits" correct?	x	_____	_____	_____
10. Are computations correct?	x	_____	_____	_____
VI. Federal Program Inventory Form [BBMR FP-1]				
1. Is the form complete and accurate?	n/a	_____	_____	_____
VII. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	x	_____	_____	_____
2. Is the "quantity" and "percentage of use" reflected?	x	_____	_____	_____
3. Are space requirements descriptive and total space reflected and accurate?	x	_____	_____	_____

DEPARTMENT:

Prepared By: Amor A. Pakingan
02/14/06
 Date

Approved By: Andrew T. Laguana, A.I.A., Chairman
(Signature of Dept/Agency Head)
02/14/06
 Date

BBMR ACTION

Recommendation

Approval

Disapproval

 Analyst

 Date