



GOVERNMENT OF GUÅHAN



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES

DIPATTAMENTON SALUT PUPLEKO YAN SETBISION SUSIAT

123 Chalan Kareta, Mangilao, Guåhan 96913-6304

Felix P. Camacho  
Governor

Michael W. Cruz, M.D.  
Lieutenant Governor

J. Peter Roberto, A.C.S.W.  
Director

MEMORANDUM

06 JUN 2010

**To:** Director  
Department of Public Health and Social Services

**Via:** Chief Human Services Administrator *W. D. Tenorio*  
Division of Public Welfare

**From:** Human Services Administrator  
Bureau of Social Services Administration

**Subject:** 2<sup>nd</sup> Quarter Report of Activities of Alee I & II and Guma San Jose Shelters

Submitted herewith are the 2<sup>nd</sup> quarter report of activities and inventory of non-expendable property of Alee I & II and Guma San Jose shelters for fiscal year 2010. This is in compliance with public Law 29-19 Section 6.

Please call me at 475-2653/2672 for any questions you may have.

We sincerely appreciate your support.

*Lydia D. Tenorio*  
**LYDIA D. TENORIO**

Attachment:



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Director

Hon. Judith Won Pat  
Speaker  
20th Guam Legislature  
Hagatna, Guam

Dear Madam Speaker:

*Buenas yan Hafa Adai!* Attached are the reports of activities and inventory of non-expendable property of Alee I & Alee II and Guma San Jose Shelters for 2<sup>nd</sup> quarter, FY 2010. This is in compliance with Public Law 29-19 Section 6.

Should you have any questions or need additional information, please contact Ms. Lydia D. Tenorio, Human Services Administrator for the Bureau of Social Services Administration at 475-2653/2672. *Sí Yu'os Ma'ase.*

Sincerely,

**J. PETER ROBERTO, ACSW**  
Director

Attachment

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Telephone No.: 1.671.735.7102 \* Fax No.: 1.671.734.5910

Bureau of Social Services Administration  
Program Management Section

Alee I & II Shelters

2<sup>nd</sup> quarter Report of Activities (January, February & March)

**Summary of Activities**

Alee I shelter provides 24- hour emergency shelter and support services for women with or without children who have been abused and/or battered by a spouse or individual (s) as a result of family disturbance and has requested or has been referred for services. Alee I has sheltered twelve (12) women and their twenty-one (21) children. The shelter for this 2<sup>nd</sup> quarter fiscal year 2010 was very busy. There were meetings, training and outreaches, interviews were conducted for the applicant for two vacant positions at the shelters.

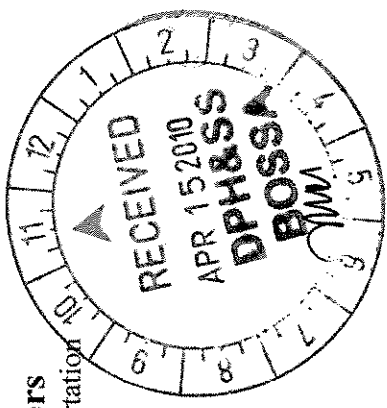
The Program Director attended two trainings, Stewardship and Survivor-Centered Economic Advocacy. There was a presentation done at the University of Guam at its social work class. Alee shelter celebrated its 29<sup>th</sup> anniversary this quarter with mass and a luncheon. Shelter staff participated in several outreaches, such as: The Human Trafficking Coalition, Environmental Protection Agency, and Guam Coalition against Sexual Assault and Family Violence. Alee shelter received money and in-kind donations from business communities, small groups, as well as individuals. By the end of the quarter, there were one volunteer and four (4) shelter workers, one being the shelter supervisor.

The Transitional Housing Program served seven (7) women and eleven children. The social worker assists the women in identifying their goals for the duration of the program. The program accommodates women with transportation services as they work toward acquiring one of their own. The case worker/social worker also keeps up with their progress as well as addressing any problem they may have while in the program. The program reinstated its counseling services to the women and children.

Alee II children's Shelter served twenty-one (21) children for the quarter. By the end of the quarter, four (4) children were discharged from the shelter. The children's ages varies from a few days old to seventeen years old. The Child Care License expired this quarter and thus renewed. This quarter, the Shelter has reached the maximum capacity. The Program Director and the rest of the staff continue to serve the children. In addition, the Program Director continues to perform her periodic visits to the shelter. The shelter workers bring the children to their visitation drop off sites, schools, medical and dental appointments as well as having involved in different therapeutic outing activities.

The vacant position was filled up at the beginning of the quarter. To date, there is one (1) Program Shelter Coordinator, and eight (8) Shelter workers. The Program Director and staff continue to strive to support and give utmost dedication to serving the women and children. Also Alee Shelter I Crisis Hotline responded to sixty-two (62) inquiries and intake calls for the quarter. In-kind donations continue to be dropped at the office. Attached is the FY 2010 2<sup>nd</sup> quarter report on meals and transportation services at the Alee Shelters.

**Catholic Social Service - Alee Shelters**  
FY2010 2nd Quarter Report on Meals and Transportation  
January 1, 2010 - March 31, 2010



**I. Alee I - Family Violence Center**

Total number of women & children: 41

A. Total Number of Meals Served  
(3 meals and 3 snacks per day) - 718

B. Total Number for Transportation Service - 188

**II. Alee II - Children's Shelter**

Total number of children: 19

A. Total Number of Meals Served  
(3 meals and 3 snacks per day) - 6,085

B. Total Number for Transportation Service - 1,028

Submitted by: Sister Brigid Perez, RSM  
Program/Project Director

10/2/08  
Budget FY  
THX to  
ensure compliance  
Lina Igras

## Quarterly NPO Reporting Requirements FAQs

### What are the Quarterly Non-Profit Organization (NPO) reporting requirements?

Source: PL29-19, Chapter VII Section 6

#### Who must submit quarterly NPO reports?

An overseeing department or agency of a non-profit organization that receives funds pursuant to this Act. The NPO shall maintain financial records that accurately account for said funds and shall provide a budgetary breakdown by object category to the department or agency that oversees the appropriation.

#### What must be included in the quarterly NPO reports?

- A quarterly report describing its activities during the reporting period and the results it achieved no later than twenty (20) days after the end of each quarter;
- Notification of all procurement of equipment and services of Five Thousand Dollars (\$5,000) or more prior to awarding the contract therefore;
- Submission of a detailed inventory listing of each year's purchases, as certified by its certifying officer;
- A final report to the overseeing department or agency for submission to *I Liheslaturan Guahan* containing a full disclosure of all expenditures of funds appropriated by this Act no later than November 15, 2008. The overseeing department or agency shall post the same on its website.

#### Where do we submit the quarterly NPO reports?

Submit quarterly NPO reports to the Speaker of *I Liheslaturan Guahan*. Please provide proof of submission (written and electronic) to OPA so we may verify for compliance to PL 29-19.

#### When do we submit quarterly NPO reports?

No later than thirty (30) days after the end of every fiscal quarter of FY 2008:

- First quarter (October – December 2007) report due January 31, 2008
- Second quarter (January – March 2008) report due April 30, 2008
- Third quarter (April – June 2008) report due July 31, 2008
- Fourth quarter (July – September 2008) report due October 31, 2008
- Final report due November 15, 2008 ✓

#### How do we report quarterly NPO financials and activities?

- Submit a written NPO report to the Speaker. Submit to the OPA, proof of submission to the Speaker (Speaker's stamp).
- Submit an electronic format (including, but not limited to diskettes, CD, and email) of the NPO report to the Speaker. Submit to the OPA, proof of submission to the Speaker. If diskettes or CDs are submitted, the Speaker's stamp will serve as proof of submission. If emailing the reports, please copy OPA in the transmittal to the Speaker at [admin@guamopa.org](mailto:admin@guamopa.org) or provide other proof of the email transmission.
- Post the quarterly NPO report on the entity's website. Please indicate the correct website address and links in the transmittal letters to ensure the current website is reviewed.
- 

www-1417  
144-1417



P.L. 29-113  
Chapter - VII  
Section - 6

FN 2009

1       **Section 3. Authorization for Matching Requirements for Federal**  
2       **Grants-In-Aid.** All departments are authorized to expend funds appropriated in this  
3       Act for matching requirements of Federal grants.

4       **Section 4. Carryover of Local and Federal Matching Program Funds**  
5       **for Grants.** The Local and Federal Matching Funds for programs whose expiration  
6       dates extend *beyond* September 30, 2009 shall *not* lapse and may be expended  
7       throughout the period of the grant award.

8       **Section 5. Federal Reimbursements.** *Except* as provided by Title 12,  
9       Guam Code Annotated, §5104(38), *if* the government of Guam expends ~~any~~ funds that  
10      are subsequently reimbursed by the Federal Government, the reimbursement *shall* be  
11      promptly deposited in the General Fund *or* the Special Fund from which the  
12      expenditure was made.

13      ~~**Section 6. Reporting Requirements for Non-Profit Organizations.**~~ All  
14      non-profit organizations that receive funds pursuant to this Act *shall* maintain  
15      financial records that accurately account for said funds and *shall* provide a budgetary  
16      breakdown by object category to the department *or* agency that oversees the  
17      appropriation. The non-profit organization *shall* also provide to said department:

18      (a) ~~**A quarterly report**~~ describing its activities during the reporting  
19      period and the results it achieved *no later than* twenty (20) days after the  
20      end of each quarter;

21      (b) ~~**Notification of all procurement**~~ of equipment and services of Five  
22      Thousand Dollars (\$5,000) *or* more prior to awarding the contract  
23      therefor;

24      (c) Access to the overseeing department *or* agency's duly authorized  
25      representative, and Government of Guam auditors, to appropriate records



1 for the purpose of audit and examination of books, documents, papers  
2 and records of funds expended under the appropriation;

3 (d) Submission of a detailed inventory listing of each year's purchases,  
4 as certified by its certifying officer;

5 (e) ~~A Final Report~~ to the overseeing department or agency for  
6 submission to *Liheslaturan Guahan* containing a full disclosure of all  
7 expenditures of funds appropriated by this Act *no later than* November  
8 15, 2009. The overseeing department or agency *shall* post the same on  
9 its website; and

10 (f) ~~Non-compliance~~ with these reporting requirements will subject the  
11 non-profit organization to a ~~three percent (3%) reduction of its~~  
12 ~~appropriation(s)~~ and the overseeing agency's contract with the  
13 organization *shall* so provide.

14 **Section 7. Appropriations from the Guam Contractors License Board**  
15 **Fund and Professional Engineers, Architects and Land Surveyors Board Fund to**  
16 **revert to the General Fund for Fiscal Year 2009.** At the end of Fiscal Year 2009,  
17 any unexpended or unencumbered appropriations to the Guam Contractors License  
18 Board (GCLB) Fund and the Professional Engineers, Architects and Land Surveyors  
19 (PEALS) Board Fund *shall* revert to the General Fund.

20 **Section 8. Unexpended Fund Balance of the Guam Plant Inspection and**  
21 **Permit Fund.** The unexpended fund balance as of September 30, 2008 of the Guam  
22 Plant Inspection and Permit Fund, established pursuant to §73302 of Title 5, Guam  
23 Code Annotated, is appropriated to the Department of Agriculture for Fiscal Year  
24 2009 for the new Plant Inspection Station.

25 **Section 9. Unless otherwise specified in this Act:**



**EXPENDITURE REPORT FOR FISCAL YEAR 2010  
ALEE SHELTER (ADULT)**

For the month ending: February 28, 2010

	Administrative Costs		Service Expenditures		Total	
	Current	Cumulative	Current	Cumulative	Current	Y-T-D Cumulative
<b>PERSONNEL &amp; BENEFITS COSTS (110/111)</b>						
Salaries	\$ 1,749.50	\$ 9,553.53	\$ 12,543.28	\$ 50,541.66	\$ 14,292.78	\$ 60,095.19
FICA Taxes	\$ 170.45	\$ 919.65	\$ 122.58	\$ 3,779.94	\$ 293.03	\$ 4,699.59
Health Insurance	\$ -	\$ 42.45	\$ 168.78	\$ 177.54	\$ 168.78	\$ 219.99
Annual/Sick Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal (110/111)	\$ 1,919.95	\$ 10,515.63	\$ 12,834.64	\$ 54,499.14	\$ 14,754.59	\$ 65,014.77
<b>CONTRACTUAL (230)</b>						
Equipment Maintenance		\$ 2,792.04		\$ 65.00		\$ 2,857.04
Lease - Vehicle		\$ 21.31		\$ 1,445.64		\$ 1,466.95
Lease - Equipment		\$ 21.31		\$ -		\$ 21.31
Building Rental	\$ 545.23	\$ 1,635.90	\$ 3,500.00	\$ 17,500.00	\$ 4,045.23	\$ 19,135.90
Training	\$ -	\$ -		\$ -		\$ -
Payroll Fee		\$ -		\$ 187.56		\$ 187.56
Insurance		\$ -		\$ -		\$ -
Printing		\$ -		\$ -		\$ -
Audit		\$ -		\$ -		\$ -
Trash Removal		\$ 109.61		\$ 2,605.83		\$ 2,715.44
Workman's Comp		\$ 46.06		\$ 278.37		\$ 324.43
Building Maintenance		\$ -		\$ -		\$ -
		\$ -		\$ -		\$ -
		\$ -		\$ -		\$ -
Subtotal (230)	\$ 545.23	\$ 4,626.23	\$ 3,500.00	\$ 22,082.40	\$ 4,045.23	\$ 26,708.63
<b>SUPPLIES AND MATERIALS (240)</b>						
Office/Computer Supplies		\$ -		\$ 96.58		\$ 96.58
Household Supplies		\$ -		\$ 172.98		\$ 172.98
Food		\$ -		\$ 365.55		\$ 365.55
Fuel		\$ -		\$ -		\$ -
Subtotal (240)	\$ -	\$ -	\$ -	\$ 635.11	\$ -	\$ 635.11
<b>UTILITIES (360)</b>						
Power		\$ 332.12		\$ -		\$ 332.12
Water/Sewer		\$ 17.50		\$ -		\$ 17.50
Telephone/Fax		\$ 419.04		\$ 871.93		\$ 1,290.97
Subtotal (360)	\$ -	\$ 768.66	\$ -	\$ 871.93	\$ -	\$ 1,640.59
<b>GRAND TOTAL</b>	\$ 2,465.18	\$ 15,910.52	\$ 16,334.64	\$ 78,088.58	\$ 18,799.82	\$ 93,999.10

**EXPENDITURE REPORT FOR FISCAL YEAR 2010  
ALEE SHELTER (CHILDREN)**

For the month ending: February 28, 2010

	Administrative Costs		Service Expenditures		Total
	Current	Cumulative	Current	Cumulative	
<b>PERSONNEL &amp; BENEFITS COSTS (110/111)</b>					<b>Y-T-D Cumulative</b>
Salaries	\$ 2,620.29	\$ 14,121.48	\$ 19,019.84	\$ 89,688.58	\$ 21,640.13
FICA Taxes	\$ 194.80	\$ 1,051.03	\$ 1,332.29	\$ 6,503.78	\$ 1,527.09
Health Insurance	\$ 92.97	\$ 141.64		\$ 4,447.85	\$ 92.97
Annual/Sick Leave					
Subtotal (110/111)	\$ 2,908.06	\$ 15,314.15	\$ 20,352.13	\$ 100,640.21	\$ 23,260.19
<b>CONTRACTUAL (230)</b>					
Equipment Maintenance	\$ 49.42	\$ 353.28		\$ 479.16	\$ 49.42
Lease - Vehicle		\$ 97.40	\$ 251.61	\$ 503.39	\$ 251.61
Lease - Equipment	\$ 73.05	\$ 121.75		\$ 100.98	\$ 73.05
Building Rental	\$ 623.12	\$ 3,115.60	\$ 2,200.00	\$ 11,000.00	\$ 2,823.12
Training					
Payroll Fee			\$ 97.98	\$ 373.95	\$ 97.98
Insurance					
Printing					
Audit					
Trash Removal	\$ 25.06	\$ 150.34		\$ 866.56	\$ 25.06
Workman's Comp		\$ 52.62		\$ 318.14	\$ 370.76
Building Maintenance		\$ 175.29		\$ 232.50	\$ 407.79
Subtotal (230)	\$ 770.65	\$ 4,066.28	\$ 2,549.59	\$ 13,874.68	\$ 3,320.24
<b>SUPPLIES AND MATERIALS (240)</b>					
Office/Computer Supplies			\$ 65.47	\$ 426.49	\$ 65.47
Household Supplies				\$ 951.33	\$ 951.33
Food				\$ 866.55	\$ 866.55
Fuel			\$ 106.81	\$ 543.35	\$ 106.81
Subtotal (240)	\$ -	\$ -	\$ 172.28	\$ 2,787.72	\$ 172.28
<b>UTILITIES (360)</b>					
Power	\$ 121.56	\$ 515.17	\$ 1,724.45	\$ 4,821.84	\$ 1,846.01
Water/Sewer		\$ 38.74	\$ 22.46	\$ 325.17	\$ 22.46
Telephone/Fax	\$ 9.75	\$ 473.06		\$ 297.63	\$ 9.75
Subtotal (360)	\$ 131.31	\$ 1,026.97	\$ 1,746.91	\$ 5,444.64	\$ 1,878.22
<b>GRAND TOTAL</b>	\$ 3,810.02	\$ 20,407.40	\$ 24,820.91	\$ 122,747.25	\$ 28,630.93
					\$ 143,154.65

**EXPENDITURE REPORT FOR FISCAL YEAR 2010  
ALEE SHELTER (Adult)**

For the month ending: January 31, 2010

	Administrative Costs		Service Expenditures		Total
	Current	Cumulative	Current	Cumulative	
<b>PERSONNEL &amp; BENEFITS COSTS (110/111)</b>					
Salaries	\$ 2,329.72	\$ 7,804.03	\$ 10,956.83	\$ 34,498.38	\$ 13,286.55
FICA Taxes	\$ 173.28	\$ 749.20	\$ 800.49	\$ 3,657.36	\$ 973.77
Health & Welfare	\$ 2.95	\$ 42.45		\$ 8.76	\$ 2.95
Annual/Sick Leave					
Subtotal (110/111)	\$ 2,505.95	\$ 8,595.68	\$ 11,757.32	\$ 38,164.50	\$ 14,263.27
<b>TRAVEL (220)</b>					
Local Mileage					
Off-Island Travel					
Sub Total (220)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL (230)</b>					
Vehicle Maintenance	\$ 43.04	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00
Vehicle Lease	\$ 21.31	\$ 21.31	\$ 100.64	\$ 1,445.64	\$ 121.95
Vehicle Insurance					
Equipment Maintenance					
Equipment Lease	\$ 2,749.00				
Building Rental	\$ 21.31				
Staff Training/Certification	\$ 1,090.67		\$ 3,500.00	\$ 17,500.00	\$ 3,500.00
Printing/Advertisement					
Payroll Service Fees			\$ 53.29	\$ 187.56	\$ 53.29
Property Insurance					
Workman's Comp	\$ 46.06			\$ 276.37	\$ -
Audit					
Trash Removal	\$ 30.98	\$ 109.61	\$ 299.31	\$ 2,605.83	\$ 330.29
Subtotal (230)	\$ 52.29	\$ 4,081.00	\$ 4,018.24	\$ 22,082.40	\$ 4,070.53
<b>SUPPLIES AND MATERIALS (240)</b>					
Officer/Computer Supplies			\$ 50.87	\$ 96.58	\$ 50.87
Household Supplies			\$ 81.80	\$ 172.98	\$ 81.80
Fuel and Lubricants					
Food				\$ 365.55	\$ -
Subtotal (240)	\$ -	\$ -	\$ 132.67	\$ 635.11	\$ 132.67
<b>EQUIPMENT (250) (under \$500.00)</b>					
Equipment:					
Furniture					
Subtotal (250)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>MISCELLANEOUS (290)</b>					
Uniform					
Vehicle Registration					
Other:					
Subtotal (290)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UTILITIES (360)</b>					
Power		\$ 332.12			
Water/Sewer		\$ 17.50			
Telephone/Fax	\$ 100.46	\$ 419.04	\$ 232.89	\$ 871.93	\$ 333.35
Subtotal (360)	\$ 100.46	\$ 768.66	\$ 232.89	\$ 871.93	\$ 333.35
<b>CAPITAL OUTLAY (450) (above \$500.00)</b>					
Equipment/Furniture					
Renovation					
Subtotal (450)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>	\$ 2,658.70	\$ 13,445.34	\$ 16,141.12	\$ 61,753.94	\$ 18,799.82
					\$ 75,199.28

**EXPENDITURE REPORT FOR FISCAL YEAR 2010  
ALEE SHELTER II (Children)**

**For the month ending: January 31, 2010**

	PERSONNEL & BENEFITS COSTS (110/111)		Administrative Costs		Service Expenditures		Total	
	Current	Cumulative	Current	Cumulative	Current	Cumulative	Current	Y-T-D/Cumulative
Salaries	\$ 2,662.54	\$ 11,501.19	\$ 18,864.88	\$ 70,668.74	\$ 21,527.42	\$ 82,169.93	\$ 21,527.42	\$ 82,169.93
FICA Taxes	\$ 198.03	\$ 856.23	\$ 1,374.63	\$ 5,171.49	\$ 1,572.66	\$ 6,027.72	\$ 1,572.66	\$ 6,027.72
Health & Welfare	\$ 14.13	\$ 48.67		\$ 4,447.85	\$ 14.13	\$ 4,496.52	\$ 14.13	\$ 4,496.52
Annual/Sick Leave								
Subtotal (110/111)	\$ 2,874.70	\$ 12,406.09	\$ 20,239.51	\$ 80,288.08	\$ 23,114.21	\$ 92,694.17	\$ 23,114.21	\$ 92,694.17
<b>TRAVEL (220)</b>								
Local Mileage								
Off-Island Travel								
Sub Total (220)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL (230)</b>								
Vehicle Maintenance	\$ 205.48	\$ 250.94		\$ 479.16	\$ 205.48	\$ 730.10	\$ 205.48	\$ 730.10
Vehicle Lease	\$ 73.05	\$ 97.40		\$ 484.28	\$ 73.05	\$ 581.68	\$ 73.05	\$ 581.68
Vehicle Insurance								
Equipment Maintenance								
Equipment Lease								
Building Rental								
Staff Training/Certification	\$ 623.12	\$ 2,492.48	\$ 2,200.00	\$ 8,800.00	\$ 2,823.12	\$ 11,292.48	\$ 2,823.12	\$ 11,292.48
Printing/Advertisement								
Payroll Service Fees			\$ 60.90	\$ 275.97	\$ 60.90	\$ 275.97	\$ 60.90	\$ 275.97
Property Insurance								
Workman's Comp								
Audit	\$ 59.61	\$ 125.28	\$ 213.85	\$ 866.56	\$ 273.46	\$ 991.84	\$ 273.46	\$ 991.84
Trash Removal								
Subtotal (230)	\$ 961.26	\$ 3,295.63	\$ 2,474.75	\$ 11,325.09	\$ 3,436.01	\$ 14,620.72	\$ 3,436.01	\$ 14,620.72
<b>SUPPLIES AND MATERIALS (240)</b>								
Office/Computer Supplies			\$ 51.62	\$ 361.02	\$ 51.62	\$ 361.02	\$ 51.62	\$ 361.02
Household Supplies			\$ 170.70	\$ 951.33	\$ 170.70	\$ 951.33	\$ 170.70	\$ 951.33
Fuel and Lubricants			\$ 108.90	\$ 436.54	\$ 108.90	\$ 436.54	\$ 108.90	\$ 436.54
Food			\$ 800.87	\$ 866.55	\$ 800.87	\$ 866.55	\$ 800.87	\$ 866.55
Subtotal (240)	\$ -	\$ -	\$ 1,132.09	\$ 2,615.44	\$ 1,132.09	\$ 2,615.44	\$ 1,132.09	\$ 2,615.44
<b>EQUIPMENT (250) (under \$500.00)</b>								
Equipment:								
Furniture								
Subtotal (250)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>MISCELLANEOUS (260)</b>								
Uniform								
Vehicle Registration								
Other:								
Subtotal (260)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UTILITIES (290)</b>								
Power								
Water/Sewer			\$ 833.81	\$ 3,097.39	\$ 833.81	\$ 3,491.00	\$ 833.81	\$ 3,491.00
Telephone/Fax								
Subtotal (290)	\$ 114.81	\$ 463.31	\$ 833.81	\$ 3,697.73	\$ 948.62	\$ 4,593.39	\$ 948.62	\$ 4,593.39
<b>CAPITAL OUTLAY (450) (above \$500.00)</b>								
Equipment/Furniture								
Renovation								
Subtotal (450)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>	\$ 3,950.77	\$ 16,597.38	\$ 24,680.16	\$ 97,926.34	\$ 28,630.93	\$ 114,523.72	\$ 28,630.93	\$ 114,523.72



**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE  
January 2010 - March 2010**

PROGRAM NAME: Alee Shelter

LOCATION: Catholic Social Service, 234-A U.S. Army Juan C. Fejeran St. Barrigada, Guam 96913

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL ©	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED LEASED OR DONATED (f)	PURCHASED/ LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	Remarks
									N	F	P		
3/9/2009	Refrigerator	1	Hotpoint	VH804691	n/a		n/a	Alee II		x		100	Kitchen - From Alee I
1/1/2009	Electric range	1	Whirlpool	W10114281	n/a	donated	n/a	Alee II	x			100	
n/a	Washer	1	Hotpoint	MH909058H	n/a	Landlord's	n/a	Alee II				100	
n/a	Dryer	1	Hotpoint	NVLR33EE0WW	n/a	Landlord's	n/a	Alee II				100	
n/a	Microwave	1	Celera	132549	n/a	donated	n/a	Alee II				100	
n/a	Rice cooker	1	Black & Decker	CAT n. RC88	n/a	donated	n/a	Alee II	x			100	
n/a	Coffee Maker	1	Mr. Coffee/TFB	A23BESC	n/a	donated	n/a	Alee II	x			100	
n/a	Dishwasher	1	Kenmore	665,13592K600	n/a	Landlord's	n/a	Alee II	x			100	
n/a	Water Dispenser	1	Royal Sovereign/RWDC-28LS	40049879	n/a		n/a	Alee II		x		100	
n/a	Stool	2		n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	Gray Storage Bin	1	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	Paper Towel Dispenser	4	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	Dining Room/ Kitchen/B&G bathrooms
n/a	Children's table	2	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	Dining Room
n/a	Beige Stand	1	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	Brown Shelf	2	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	Dining Table w/ 6 chairs	set	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Fan	1	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE  
January 2010 - March 2010**

PROGRAM NAME: Alee Shelter

LOCATION: Catholic Social Service, 234-A U.S. Army Juan C. Fejeran St. Barrigada, Guam 96913

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL ©	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED LEASED OR DONATED (f)	PURCHASED/ LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	Remarks
									N	F	P		
n/a	Baby High Chair	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Window Airconditioner	1	White Westinghouse	n/a	n/a	Landlord's	n/a	Alee II				100	Not working
n/a	Window Airconditioner	1	Whirlpool	n/a	n/a	donated	n/a	Alee II		x		100	Dining room - replaced the landlord's a/c
n/a	Baker's Rack	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Deep Freeze	1	GE	FCM150TBWH	n/a		n/a	Alee II		x		100	
n/a	Stereo	1	Sanyo	MCD500K	n/a		n/a	Alee II				100	
n/a	Blue & Whie Shelf	1	n/a	n/a	n/a		n/a	Alee II				100	Hallway - moved to middle room
n/a	TV Stand	1	n/a	n/a	n/a	donated	n/a	Alee II				100	Living Room
Dec-08	Flat Screen TV	1	Panasonic	LA82540667	n/a	donated	n/a	Alee II	x			100	
n/a	Bookshelf	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Beige Shelf	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	End Table	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	standing lamps	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	table lamps	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Stereo	1	Sony	826677	n/a		n/a	Alee II		x		100	
n/a	coffee table	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE  
January 2010 - March 2010**

PROGRAM NAME: Alee Shelter

LOCATION: Catholic Social Service, 234-A U.S. Army Juan C. Fejeran St. Barrigada, Guam 96913

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL ©	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED LEASED OR DONATED (f)	PURCHASED/ LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	Remarks
									N	F	P		
n/a	Baby Bouncer	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	Side Garage
n/a	Wooden Bunk Bed	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	Boys' Room
n/a	White Bunk Bed	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Night Stand	3	n/a	n/a	n/a	donated	n/a	Alee II		x		100	2 G. room/1 office
n/a	Toddler Bed	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Brown Drawer	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Toddler Bed	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	Babies' Room
n/a	Baby Basinet	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	transferred to Alee Office
n/a	Baby Crib	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Diaper Changer Table	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Night Stand	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	1 M. Rm/ 1 G. Rm
n/a	Brown Drawer	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Blue & White Shelf	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Bunkbed (3 Tier)	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	Girls' Room
n/a	Toddler Bed	3	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Brown Drawer	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Night Stand	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	transferred (1) to TH Unit
n/a	Small Refrigerator	1	Sanyo	951001057	n/a	n/a	n/a	Alee II		x		100	Office

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE  
January 2010 - March 2010**

PROGRAM NAME: Alee Shelter

LOCATION: Catholic Social Service, 234-A U.S. Army Juan C. Fejeran St. Barrigada, Guam 96913

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL ©	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED LEASED OR DONATED (f)	PURCHASED/ LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	Remarks
									N	F	P		
n/a	Fax Phone	1	Panasonic	6KBRA042599	n/a	n/a	n/a	Alee II			x	100	still functioning
n/a	computer monitor	1	Amptron/AV88	n/a	n/a	n/a	n/a	Alee II			x	100	still functioning
n/a	Modem	1	Cool Max	n/a	n/a	n/a	n/a	Alee II			x	100	still functioning
n/a	Printer	1	HP LaserJet 1200 Series	n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	Brown Computer Desk	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Desk w/ 6 drawers	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	TV	1	Sony	DS13630	n/a	n/a	n/a	Alee II		x		100	
n/a	Brown Large Shelf	1	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	End Table	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	5 tier book shelf	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	black office chair	1	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	Beige File Cabinet	1	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	Brown Computer Desk	1	n/a	n/a	n/a	n/a	n/a	Alee II		x		100	
n/a	Window Airconditioner 5,000BTU	1	Haier	n/a	n/a	Landlord's	n/a	Alee II		x		100	
n/a	Ceiling Fan	10	n/a	n/a	n/a	Landlord's	n/a	Alee II		x		100	
n/a	Central Airconditioner	1	Carrier/50GS060301	1004G31186	n/a	Landlord's	n/a	Alee II		x		100	
Jun-09	Digital cordless phone w/ 2 handsets	1	Panasonic 6.0	KX-TG6412	80.00	purchased	income-donat	Alee II	x			100	



**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE  
January 2010 - March 2010**

PROGRAM NAME: Alee Shelter

LOCATION: Catholic Social Service, 234-A U.S. Army Juan C. Fejeran St. Barrigada, Guam 96913

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL ©	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED LEASED OR DONATED (f)	PURCHASED/ LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	Remarks
									N	F	P		
n/a	Standing Fan	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	Boys' Room
n/a	Desk Fan	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Bench	2	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
Oct-Dec09	Standing Fan	1	Lasko	n/a	n/a	donated	n/a	Alee II				100	
Oct-Dec09	Video Cassette Recorder (VCR)	1	RCA	n/a	n/a	donated	n/a	Alee II		x		100	
Aug-09	Wooden toddler bed	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	transferred from Alee I

INVENTORY PREPARED BY: *Jessica J. Tenorio 4/14/10*  
SIGNATURE and DATE

*Admin Asst.*  
POSITION TITLE

INVENTORY VERIFIED BY: *Victor Prigil Berg 4/14/10*  
SIGNATURE and DATE

*Program Director*  
POSITION TITLE

INVENTORY CERTIFIED BY: *Verula M. Rapadas 4/14/10*  
SIGNATURE and DATE

\_\_\_\_\_  
POSITION TITLE

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY OVER \$500.00 IN VALUE**

January 2010 - March 2010

**PROGRAM NAME:** Alee Shelter

**LOCATION:** Catholic Social Service, 234-A U.S. Army Juan C. Fejeran St. Barrigada, Guam 96913

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL ©	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED LEASED OR DONATED (f)	PURCHASED/ LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	Remarks
									N	F	P		
12/23/2006	24,000 BTU Split Aircon	1	TCL/TAK-24CS/R2		720.00	purchased	income	Admin		x		100	
12/28/2007	2007 Stone white 7 passenger van	1	Dodge GR Caravan	1D4GPZ4RX7B160810	n/a	n/a	n/a	Alee II	x			100	
	2003 White sedan	1	Mazda Protégé DX	JM1BJ225430138705	n/a	n/a	n/a	Alee I		x		100	
	2000 Blue 4 door sedan	1	Toyota Echo	JTOBT1235Y0094997	n/a	n/a	n/a	Alee I		x		100	
	1999 Beige 4 door sedan	1	Mazda Protégé	JM1BJ2223X0105321	n/a	n/a	n/a	Alee II				100	okay - still running
	1996 Green van	1	Ford Aerostar	1FMDA11U7TZBCG722	n/a	n/a	n/a	CSS- main				100	turned over to CSS - 3/10/09
	1996 silver pickup	1	Mitsubishi Mighty Max	JA7LS21G9TP000733	n/a	n/a	n/a	Maintenance				100	okay - still running
1/29/2009	Copier All In One (Digital Imaging System)	1	Ricoh SP 3200 SF	S2579100525	578.00	purchased	program funds/income-donation	Admin	x			100	S.T.O.P. VAW Grant 2008-VA-GX-0053 \$300 and donation \$178
2/28/2009	2009 7 seater white wagon	1	Hyundai/Veracruz	KM8NU13CO9UO85462	26,000.00	purchased	S.T.O.P. VAW program fund/income - donation	Admin	x			100	S.T.O.P. VAW Grant 2007-WF-AX-0048 \$20,697 and donation \$5,303
3/1/2009	Brown Couch/sofa set	1	n/a	n/a	695.00	purchased	income-donation	Alee II	x			100	
7/16/2009	2009 Silver Wagon	1	Hyundai/Tuscon	KM8JM12B09U114322	n/a	leased	program fund	Transitional Housing	x			100	Cars Plus

INVENTORY PREPARED BY: *Jim P. Xenaris 4/14/10*      *Adina Ant.*  
 SIGNATURE and DATE      POSITION TITLE

INVENTORY VERIFIED BY: *Sister Priscilla Jones 4/14/10*      *Program Director*  
 SIGNATURE and DATE      POSITION TITLE

INVENTORY CERTIFIED BY: *Archie M. Rapadas 4/14/10*      \_\_\_\_\_  
 SIGNATURE and DATE      POSITION TITLE

Bureau of Social Services Administration  
Program Management Section

Guma San Jose Homeless Project

2<sup>nd</sup> Quarter Report of Activities (January, February & March FY 2010)

Summary of Activities

Guma San Jose (GSJ) provides 24-hour emergency shelter and support services for individuals and families who are homeless. Services are available for a 60 day stay period. GSJ has assisted a total of seventy-nine (79) cases or two hundred thirteen individuals for the months of **JAUARY, FEBRUARY & MARCH FY 2010**. Seventeen (17) cases were mentally unstable, four (04) cases were physically disabled, and four (04) cases were elderly. A total of sixty-eight (68) cases or two hundred four (204) individuals were not accommodated due to lack of room or space. A clerk caseworker aide was hired as Client Activity Coordinator in lat February 2010.

The Housing Project Director and the Assistant Director did a presentation for the benefits of the Social Work students at the University of Guam. GSJ clients completed the Expanded Food and Nutrition Educational Program (EFNEP) class facilitated by the University of Guam extension office. The Korean Community Volunteers held an activity and tutored the children every 2<sup>nd</sup> week of the month. The newly hired Client Activity Coordinator attended the Guam Early Learning Council conference held at the Westin Resort. The following schools and civic organization sponsored lunch or diner: The Kusinan Sta. Barbara, The Covenant Life Church, St. John's Episcopal Church and The Christ Bible Fellowship Church.. Others donated the following; fresh fruits and vegetables by International distributors and the Military donated left over Christmas packages from the operation Christmas drop

The Client Activity Coordinator organized several activities for all GSJ clients. The activities included: Easter coloring contest; clients were given spring decorated cupcakes; and clients were treated to the movies at the Micronesia Malls theatres. GSJ provided services for twenty-four (24) cases or thirty-one (31) individuals they were provided and assisted with one thousand seventy-nine (1,079) meals. Thirty-eight (38) cases or one hundred seven (107) were provided and assisted with three hundred ninety-four (394) transportation services. These transportation services were provided to and from the office shelter , job interviews, Catholic Social Services, schools, Liheng, Transitional Housing, home search, Superior Court, Public Guardian, Guam Legal Services, Office of the Attorney General, Erica's House, and others.

Clients were taken for job hunting. Follow ups were made at DPHSS, GHURA, and Liheng Office on client application for public and housing assistance. Follow ups were also made for employment by telephone and visiting various places were clients filled out application forms. There were thirty-four (34) cases or eighty (80) individuals who left or were discharged from the shelter during this 2<sup>nd</sup> quarter FY2010.

Client Profile: A twenty-two (22) year old female was admitted at the shelter on February 22, 2010, transported by GPD. Client claimed that a company based in the mainland U.S.A., hired her and was given an assignment to work in Guam. She was given free housing by the company. According to the client she was misrelated and was not given fair salary by the company's manager. Client resigned from the company and it was accepted. The Client was evicted from the company housing. Client has no family or relative in Guam. Client went to GPD to seek for assistance. GPD transported her to Guma San Jose Shelter and was admitted for temporary stay. GSJ caseworker assisted the client to have access in the internet through the Public Library so she can communicate with her family in the mainland. Client was able to contact her family. Client left the shelter and departed Guam on March 25, 2010.

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**EXPENDITURE REPORT FOR FISCAL YEAR 2010  
GUMA SAN JOSE**

For the month ending: February 28, 2010

	Administrative Costs		Service Expenditures		Total
	Current	Cumulative	Current	Cumulative	
<b>PERSONNEL &amp; BENEFITS COSTS (110/111)</b>					
Salaries	\$ 2,947.82	\$ 16,841.35	\$ 34,908.10	\$ 156,480.22	\$ 37,855.92
FICA Taxes	\$ 219.15	\$ 1,295.54	\$ 2,726.90	\$ 9,950.05	\$ 2,946.05
Health Insurance	\$ 65.18	\$ 159.29	\$ 9.72	\$ 38.98	\$ 74.90
Annual/Sick Leave	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal (110/111)	\$ 3,232.15	\$ 18,296.18	\$ 37,644.72	\$ 166,469.25	\$ 40,876.87
<b>CONTRACTUAL (230)</b>					
Equipment Maintenance	\$ 55.59	\$ 503.90	\$ -	\$ 2,052.00	\$ 55.59
Lease - Vehicle	\$ 27.40	\$ 137.00	\$ 168.65	\$ 332.31	\$ 196.05
Lease - Equipment	\$ -	\$ 27.40	\$ -	\$ 233.66	\$ -
Building Rental	\$ 701.01	\$ 3,505.05	\$ 1,000.00	\$ 10,000.00	\$ 1,701.01
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Fee	\$ -	\$ -	\$ 110.23	\$ 420.69	\$ 110.23
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ -
Audit	\$ -	\$ -	\$ -	\$ -	\$ -
Trash Removal	\$ 28.19	\$ 169.15	\$ 155.73	\$ 770.03	\$ 183.92
Workman's Comp	\$ -	\$ 118.42	\$ -	\$ 357.91	\$ -
Building Maintenance	\$ -	\$ -	\$ -	\$ 306.11	\$ -
Subtotal (230)	\$ 812.19	\$ 4,460.92	\$ 1,434.61	\$ 14,472.71	\$ 2,246.80
<b>SUPPLIES AND MATERIALS (240)</b>					
Office/Computer Supplies	\$ -	\$ -	\$ -	\$ 437.64	\$ -
Household Supplies	\$ -	\$ -	\$ 400.00	\$ 1,073.41	\$ 400.00
Food	\$ -	\$ -	\$ -	\$ 1,139.78	\$ -
Fuel	\$ -	\$ -	\$ -	\$ 69.67	\$ -
Subtotal (240)	\$ -	\$ -	\$ 400.00	\$ 2,720.50	\$ 400.00
<b>UTILITIES (260)</b>					
Power	\$ 155.11	\$ 724.47	\$ 388.83	\$ 1,625.93	\$ 543.94
Water/Sewer	\$ 11.01	\$ 41.01	\$ 756.68	\$ 3,040.77	\$ 767.69
Telephone/Fax	\$ 296.23	\$ 834.99	\$ 107.15	\$ 672.41	\$ 403.38
Subtotal (260)	\$ 462.35	\$ 1,600.47	\$ 1,252.66	\$ 5,339.11	\$ 1,715.01
<b>EQUIPMENT (450)</b>					
Equipment	\$ -	\$ -	\$ -	\$ 503.99	\$ -
Subtotal (450)	\$ -	\$ -	\$ -	\$ 503.99	\$ -
<b>GRAND TOTAL</b>	\$ 4,506.69	\$ 24,357.57	\$ 40,731.99	\$ 189,505.56	\$ 45,238.68
					\$ 213,863.13

**EXPENDITURE REPORT FOR FISCAL YEAR 2010  
GUMA SAN JOSE II**

For the month ending: January 31, 2010

	PERSONNEL & BENEFITS COSTS (110/111)		Administrative Costs		Service Expenditures		Total
	Current	Cumulative	Current	Cumulative	Current	Cumulative	
Salaries	\$ 2,995.35	\$ 13,893.53	\$ 33,043.36	\$ 124,729.60	\$ 36,038.71	\$ 138,623.13	
FICA Taxes	\$ 222.79	\$ 1,076.39	\$ 1,577.05	\$ 7,223.15	\$ 1,799.84	\$ 8,299.54	
Health Insurance	\$ 3.86	\$ 94.11	\$ 19.48	\$ 29.26	\$ 23.34	\$ 123.37	
Annual/Sick Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal (110/111)	\$ 3,222.00	\$ 15,064.03	\$ 34,639.89	\$ 131,982.01	\$ 37,861.89	\$ 147,046.04	
<b>TRAVEL (220)</b>							
Local Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Off-Island Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub Total (220)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>CONTRACTUAL (230)</b>							
Vehicle Maintenance	\$ 282.29	\$ 282.29	\$ -	\$ 1,368.00	\$ 282.29	\$ 1,650.29	
Vehicle Lease	\$ 109.60	\$ 109.60	\$ -	\$ 163.66	\$ 109.60	\$ 273.26	
Vehicle Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment Maintenance	\$ -	\$ 166.02	\$ -	\$ 754.00	\$ -	\$ 920.02	
Equipment Lease	\$ -	\$ 27.40	\$ -	\$ 163.66	\$ -	\$ 191.06	
Building Rental	\$ 701.01	\$ 2,804.04	\$ 3,000.00	\$ 9,000.00	\$ 3,701.01	\$ 11,804.04	
Staff Training/Certification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Printing/Advertisement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Payroll Service Fees	\$ -	\$ -	\$ 68.51	\$ 310.46	\$ 68.51	\$ 310.46	
Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Workman's Comp	\$ 59.21	\$ 118.42	\$ -	\$ 357.91	\$ 59.21	\$ 476.33	
Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Trash Removal	\$ 39.82	\$ 140.96	\$ 161.95	\$ 614.30	\$ 201.77	\$ 755.26	
Building Maintenance	\$ -	\$ -	\$ 90.73	\$ 306.11	\$ 90.73	\$ 306.11	
Subtotal (230)	\$ 1,191.93	\$ 3,648.73	\$ 3,321.19	\$ 13,038.10	\$ 4,513.12	\$ 16,686.83	
<b>SUPPLIES AND MATERIALS (240)</b>							
Office/Computer Supplies	\$ -	\$ -	\$ 276.61	\$ 437.64	\$ 276.61	\$ 437.64	
Household Supplies	\$ -	\$ -	\$ 156.00	\$ 673.41	\$ 156.00	\$ 673.41	
Fuel and Lubricants	\$ -	\$ -	\$ 69.67	\$ 239.56	\$ 69.67	\$ 239.56	
Food	\$ -	\$ -	\$ 169.89	\$ 969.89	\$ 169.89	\$ 969.89	
Subtotal (240)	\$ -	\$ -	\$ 672.17	\$ 2,320.50	\$ 672.17	\$ 2,320.50	
<b>EQUIPMENT (250) (under \$500.00)</b>							
Equipment:	\$ -	\$ -	\$ 503.99	\$ 503.99	\$ 503.99	\$ 503.99	
Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal (250)	\$ -	\$ -	\$ 503.99	\$ 503.99	\$ 503.99	\$ 503.99	
<b>MISCELLANEOUS (290)</b>							
Uniform	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Vehicle Registration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal (290)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>UTILITIES (360)</b>							
Power	\$ 142.34	\$ 569.36	\$ 394.81	\$ 1,505.70	\$ 537.15	\$ 2,075.06	
Water/Sewer	\$ 11.52	\$ 30.00	\$ 797.17	\$ 2,598.13	\$ 808.69	\$ 2,628.13	
Telephone/Fax	\$ 129.16	\$ 538.76	\$ 129.16	\$ 565.26	\$ 258.32	\$ 1,104.02	
Subtotal (360)	\$ 283.02	\$ 1,138.12	\$ 1,321.14	\$ 4,669.09	\$ 1,604.16	\$ 5,807.21	
<b>CAPITAL OUTLAY (450) (above \$500.00)</b>							
Equipment/Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal (450)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>GRAND TOTAL</b>	\$ 4,696.95	\$ 19,850.88	\$ 40,458.38	\$ 152,513.69	\$ 45,155.33	\$ 172,364.57	

FY2009 NON-EXPENDABLE PROPERTY INVENTORY OVER \$500.00 IN VALUE

PROGRAM NAME: GUNA SAN JOSE  
 LOCATION: HARMON/DEDEDO  
 DATE OF INVENTORY REVIEW: 29 MAR 10 (JAN/FEB/MAR)

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL (c)	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED/LEASED OR DONATED (f)	PURCHASED/LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	COMMENTS
									N	F	P		
2006	QUEST VAN (VEHICLE)	1	NISSAN		5,000	DONATED		HARMON		✓		100	
2007	AIR CONDITIONER	1	PANASONIC	507KACA0009	600	PURCHASED	PF	HARMON		✓		100	
2004	COMPUTER, MONITOR	1	TEXA	7229DF002639						✓		100	
	KEYBOARD	1	CHICONY	215090064213									
	MOUSE	1	MICROSOFT	PN X0365047									
	TOWEL	1	MICROSOFT	X0854518	22.00	PURCHASED	PF	HARMON		✓		100	
2009	COMPUTER, MONITOR	1											
	KEYBOARD	1											
	MOUSE	1											
	TOWEL	1											
	UPS	1											
	ROUTER	1											
	MODEM	1											
	SCANNER	1											
	HP LASERJET PRINTER	1											
200...	UPS	1				DONATED		HARMON		✓		100	
2004	RANGE GAS	1	HOTPOINT	317B6528P001	300	PURCHASED	PF	HARMON		✓		100	
2004	REFRIGERATOR	1	AMANA	11570579	500	PURCHASED	PF	HARMON		✓		100	
2009	FREEZER	1	KENMORE	WBW4625745	800	PURCHASED	PF	DEDEDO		✓		100	
2009	REFRIGERATOR	1	MAYTAG		800	PURCHASED	PF	HARMON		✓		100	

INVENTORY PREPARED BY: [Signature] 29 MAR 10  
 SIGNATURE AND DATE

SHELTER MANAGER  
 POSITION TITLE

INVENTORY VERIFIED BY: [Signature] 3/29/10  
 SIGNATURE AND DATE

PROJECT DIRECTOR  
 POSITION TITLE

INVENTORY CERTIFIED BY: [Signature] 3/30/10  
 SIGNATURE AND DATE

DEPUTY DIRECTOR  
 POSITION TITLE

FY2009 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE

PROGRAM NAME: GUMTA SAN JOSE  
 LOCATION: HARMON/DEDEDU  
 DATE OF INVENTORY REVIEW: 29 MAR 10 (JAN/FEB/MAR)

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL (c)	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED /LEASED OR DONATED (f)	PURCHASED /LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	COMMENTS
									N	F	P		
2004	BUNK BED	6	WOOD/METAL		275	PURCHASED	PF	HARMON/DEDEDU		✓		100	
2008	TRASH CONTAINER	6	33 GALON		80	"	"	HARMON	✓			100	
2008	TRASH CONTAINER	2	13 GALON		30	"	"	HARMON	✓			100	
2003	STORAGE CABINET	2			260	"	"	HARMON		✓		100	
2003	PRINTER, LASERJET	1	HP	CNDJMC3086	200	"	"	HARMON		✓		100	
2008	PRINTER, OFFICEJET	1	HP		250	"	"	HARMON		✓		100	
2004	DRAWER, PLASTIC	14	5PC DRAWER		55	"	"	HARMON/DEDEDU		✓		100	
2006	BUNK BED	4	METAL			DONATED		HARMON		✓		100	
2007	BED	2	FULL SIZE			"		HARMON		✓		100	
2007	BED	3	SINGLE			"		HARMON		✓		100	
2008	BENCH, PATIO	2	WOOD			"		OFFICE		✓		100	
2008	CHAIRS, LOUNGE	2	CUSHION			"		HARMON		✓		100	
2008	CHAIRS, LOUNGE	2	WOOD W/PADS			"		HARMON		✓		100	
2006	TABLE, DINING	1	GLASS/BRASS			"		HARMON		✓		100	
2003	TABLE, DINING	1	WOODEN			"		DEDEDU		✓		100	
2008	TABLES, END	3	WOOD/METAL			"		HARMON		✓		100	
2007	TABLES, END	4	2 DRAWER			"		DEDEDU		✓		100	
2008	SOFA	1	WHITE/STRIPE			"		HARMON		✓		100	
2008	SOFA	1	NAVY BLUE			"		DEDEDU		✓		100	
2008	LOVE SEAT	1	NAVY BLUE			"		DEDEDU		✓		100	
2008	TRASH CONTAINER	1	13 GALON		15	PURCHASED	PF	HARMON/DEDEDU	✓			100	

INVENTORY PREPARED BY: [Signature] 29 MAR 10

SHELTER MANAGER

SIGNATURE AND DATE

POSITION TITLE

INVENTORY VERIFIED BY: [Signature] 3/29/10

PROJECT DIRECTOR

SIGNATURE AND DATE

POSITION TITLE

INVENTORY CERTIFIED BY: [Signature] 3/30/10

DEPUTY DIRECTOR

SIGNATURE AND DATE

POSITION TITLE



FY2009 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE

PROGRAM NAME: LUMA SRI JOSE  
 LOCATION: HARMON/DEDEDU  
 DATE OF INVENTORY REVIEW: 29 MAR 10 (JAN/FEB/MAR)

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL (c)	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED / LEASED OR DONATED (f)	PURCHASED / LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	COMMENTS
									N	F	P		
2002	DRESSER, RATTAN	1	6 DRAWER			DONATED		DEDEDU		✓		100	
2007	DRAWER, RATTAN	1	2 DRAWER			"		HARMON		✓		100	
2008	TV, 19"	1	RCA	617443816		"		HARMON		✓		100	
2008	TV, 19"	1	PHILIPS	23740258		"		DEDEDU		✓		100	
2006	MICROWAVE	1	PANASONIC	AD723403727		"		HARMON		✓		100	
2008	OVEN ELECTRIC	1	WHIRLPOOL	31601238		"		DEDEDU		✓		100	
2008	HOSE GARDEN	3	50 FEET		20	PURCHASED	PF	HARMON/DEDEDU		✓		100	
2006	STOVETOP, GAS	1	2 BURNER	046N 14800	70	"	PF	HARMON		✓		100	
2007	REFRIGERATOR	1	WHIRLPOOL	SB 2021998		DONATED		HARMON		✓		100	
2007	AIR CONDITIONER	1	HAIER		300	PURCHASED	PF	HARMON		✓		100	AD09R0E0600A95AT1166
2002	EXECUTIVE CHAIR	1	BLACK		200	"	PF	HARMON		✓		100	
2002	EXECUTIVE CHAIR	1	BLACK			DONATED		HARMON		✓		100	
2005	GENERATOR	1	3,500 HPS	68860107		"		HARMON		✓		100	BRIGGS & STRATTON
2003	CABINET, FILE	3	4 DRAWER			PURCHASED	PF	HARMON		✓		100	BEIGE
1998	"	2	5 DRAWER			DONATED		HARMON		✓		100	BLACK
1998	"	1	4 DRAWER			"		HARMON		✓		100	BEIGE

INVENTORY PREPARED BY: [Signature] 29 MAR 10  
 SIGNATURE AND DATE  
 INVENTORY VERIFIED BY: [Signature] 3/29/10  
 SIGNATURE AND DATE  
 INVENTORY CERTIFIED BY: [Signature] 3/30/10  
 SIGNATURE AND DATE

SHELTER MANAGER  
 POSITION TITLE  
~~PROJECT DIRECTOR~~  
 POSITION TITLE  
 DEPUTY DIRECTOR  
 POSITION TITLE

FY2009 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE

PROGRAM NAME: GUMIA SAN JOSE  
 LOCATION: HARMON  
 DATE OF INVENTORY REVIEW: 29 MAR 10 (JAN/FEB/MAR)

ACQUIRED DATE (a)	ITEM DESCRIPTION (b)	QTY	MAKE/MODEL (c)	SERIAL NUMBER (d)	UNIT COST (e)	PURCHASED / LEASED OR DONATED (f)	PURCHASED / LEASED WITH PROGRAM FUNDS OR PROGRAM INCOME (g)	LOCATION (h)	CONDITION (i) (New, Fair, Poor)			% OF PROGRAM USE (j)	COMMENTS
									N	F	P		
1998	CABINET, FILE	1	2 DRAWER			DONATED		HARMON		✓		100	
1998	CABINET, FILE	1	2 DRAWER			"		HARMON		✓		100	
1998	DESIC	1	4 DRAWER			"		HARMON		✓		100	
1998	DESIC	1	4 DRAWER			"		HARMON		✓		100	
2007	DESIC	2	1 DRAWER			"		HARMON		✓		100	
1998	DESIC	1	7 DRAWER			"		HARMON		✓		100	
1998	DESIC	2	7 DRAWER			"		HARMON		✓		100	
1998	TRAY, ORGANIZER	2	METAL			"		HARMON		✓		100	

INVENTORY PREPARED BY: [Signature] 29 MAR 10  
 SIGNATURE AND DATE

SHELTER MANAGER  
 POSITION TITLE

INVENTORY VERIFIED BY: [Signature] 3/29/10  
 SIGNATURE AND DATE

PROJECT DIRECTOR  
 POSITION TITLE

INVENTORY CERTIFIED BY: [Signature] 3/30/10  
 SIGNATURE AND DATE

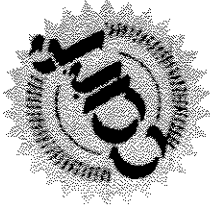
DEPUTY DIRECTOR  
 POSITION TITLE



# Sanctuary, Incorporated of Guam

*A Non-profit Organization Established in 1971*

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101  
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: [sanctuary@ite.net](mailto:sanctuary@ite.net)  
[www.sanctuaryguam.org](http://www.sanctuaryguam.org)



July 9, 2010

**ORIGINAL**

J. Peter Roberto  
Director  
Department of Public Health and Social Services  
123 Chalan Kareta Route 10  
Mangilao, Guam 96913

Dear Mr. Roberto,

The information listed below is for the Foster Care Program third quarter of Fiscal Year 2010 from April 1, 2010 through June 30, 2010. We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services -0-  
Equipment -0-  
Inventory Property -0-

Please let us know if you have any questions.

Sincerely,

*J. Mildred S. Lujan*  
Sara Thomas-Nedodog  
Executive Director

RECEIVED  
Director's Office  
Division Of General Administration

JUL 14 2010

DPH&SS

Time: 1040

Locator#: 342

**Non Profit Organization Receiving Appropriations from Government of Guam**  
**Pursuant to P.L. 30-55 (Sanctuary, Incorporated)**  
**FY 2010 (April 1, 2010 - June 30, 2010)**  
**3rd Quarter Appropriation/Expenditure Report**  
**Department of Public Health and Social Services**  
**Foster Care**

Fund	Object Classification	Expenditure
General	20,000	
	Salary	3,135
	Benefits	791
	Travel	
	Contractual	4,105
	Supplies & Materials	438
	Equipment	
	Utilities	2,788
	Miscellaneous	
	Grand Total	11,257

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2010 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

  
 \_\_\_\_\_  
 SARAH M. THOMAS-NEVEDOG  
 EXECUTIVE DIRECTOR

DATE: 07/08/2010



July 2, 2010

Memorandum

To: All Staff  
Fr: Executive Director  
Re: Acting Executive Director

Please be advised that I will be on leave from July 2-12, 2010. While I am off-island, I am appointing Mildred Q. Lujan to be Acting Director. Millie will be assisted by George L. Salas and Bob Epstein during this time.

For urgent matters you may call me at (671) 777-0300 or email me at sarahthomasnededog@sanctuaryguam.org.

Please extend your usual support and cooperation during this time.

Sarah M. Thomas-Nededog  
Executive Director





# SANCTUARY, INCORPORATED OF GUAM

[www.sanctuaryguam.org](http://www.sanctuaryguam.org)

A Non-profit Organization Established in 1971



## Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

**Report Period: April 1, 2010 to June 30, 2010**

Sanctuary, Incorporated receives foster care payments from DPHSS for those children/youth that are referred by Child Protective Services (CPS).

No reports are required although every year Sanctuary reapplies for Licensure that includes site visits to ensure the health and safety of the clients. Periodic visits by DPHSS staff also occur to monitor the shelters for compliance and to meet with the clients.

The amount of reimbursement varies from month to month depending on the number of clients who are in residence for that period. In addition, a monthly clothing allowance may be added.

The current reimbursement rate per month is **\$610.70** per child for a full month or a pro-rated amount thereof.

The clients referred to Sanctuary for foster care from DPHSS for this period were:

Month	Full
April 2010	9
May 2010	8
June 2010	7
<b>Total:</b>	<b>24</b>