



Felix P. Camacho
Governor

Michael W. Cruz, M.D.
Lieutenant Governor

GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
(DIPATTAMENTON SALUF PUBBLEKO YAN SETBISION SUSIAT)

123 Chalan Kareta
Mangilao, Guam 96913-6304



J. Peter Roberto, ACSW
Director

MEMORANDUM

27 JAN 2010

To: Director
Department of Public Health and Social Services

Via: Chief Human Services Administrator *W. J. [Signature]*
Division of Public Welfare

From: Human Services Program Administrator
Bureau of Social Services Administration

Subject: 1st Quarter Report of Activities of Alee I & II and Guma San Jose Shelters

Submitted herewith are the 1st 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.

[Signature]
LYDIA D. TENORIO

Attachment

Tel. No.: (671) 475-2653/2672
Fax: (671) 734-5910/477-0500

10/21/08
FY Budget
FY 2009
Please
ensure compliance
L2M I gnan
MNA

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 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.
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Chapter - VIII
Section - u

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, §104(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

Bureau of Social Services Administration
Program Management Section

Alee I & II shelters

1st quarter Report of Activities (October-November & December FY 2010)

Summary of Activities

Alee I shelter provides 24-hours 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 nine(9) women and their seventeen(17) children This 1st quarter for fiscal year 2010, was moderately busy. It opened with the Domestic Violence Awareness proclamation and closed with a month of overwhelming gifts for the children. During this period there were several outreaches, meetings, court hearings, and community sponsored activities. In addition, there was a Domestic Violence Clergy Training, Silent Witness ceremony and Purple Light Silent Witness village marches. According to the Program Director, despite the economic hard times, the program continues to receive monetary and in-kind donations. Alee Shelter submitted a 2010 Mercy Action Grant Proposal. The office space for the Self Help Kiosk is already finished, though the equipment is still on its way. This quarter a shelter worker resigned leaving the position vacant. The Program Director and staff assist each other to meet clientele needs. By the end of the quarter, there are one volunteer, three (3) shelter workers, and one (1) shelter supervisor. The Transitional Housing Program served three (3) women and six(6) children. The social worker assists the women in identifying their goals for the duration of the program. The social worker also keeps up with their program as well as addressing any problems they may have while in the program Unfortunately, the program suspended its counseling services to the women and children due to financial issues. Alee I shelter has served 418 meals (3 meals and 3 snacks per day) and 77 transportation service.

Alee II children's Shelter served thirteen (13) children for the quarter. At the end of the quarter, five (5) children were discharged The ages varies from eight months old to fourteen years old. The Program Director and the rest of the staff continue to serve the children. In addition, the Program Director continues to perform ner periodic visits to the shelter. The shelter worker continue to bring the children to their visitation drop off sites and medical appointments as well as having them involved in different therapeutic outing activities. During this quarter, a shelter worker resigned due to conflicting shelter demands. To date, there is one (1) Program Shelter Coordinator and seven (7) Shelter Workers. During this 1st quarter FY 2010, Alee I sheltered nine (9) women. Alee Children's shelter completed the quarterly count with thirteen (13). Alee II children's shelter served three thousand three hundred and eight (3,308) and eight hundred-fifty

(850) transportation service. Alee I crisis hotline responded to forty-one (41) inquiry and Intake calls for the quarter. Of the forty-one calls, twenty-one (21) were eligible and the rest were either referred to Guma San Jose and New Beginnings. In-kind donations from the military and from the different sector of the community were being dropped at the office which consist of clothing toys house wares furniture, and miscellaneous supplies, which are also being distributed amongst the shelter clients as well as Guma San Jose, Karidad and CSS main office

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE
October 2009 - December 2009**

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	LCD Monitor	1	Acer AL1706A	ETL480B182712050B03945	n/a	n/a	n/a	Admin Asst		x		100	
n/a	Keyboard	1	KM-2501		n/a	n/a	n/a	Admin Asst		x		100	
n/a	CPU	1	Window XP Professional E85-03013		n/a	n/a	n/a	Admin Asst				100	
n/a	Scanner	1	Cannon 3000EX	UZN067325	n/a	n/a	n/a	office			x		Broken
n/a	Printer	1	HP LaserJet 1100/C4224A	USPE044350	n/a	n/a	n/a	Admin Asst		x		100	
n/a	Computer/office desk	1			n/a	n/a	n/a	Admin Asst		x		100	
n/a	office chair with wheels	1			n/a	donated	n/a	Admin Asst		x		100	
n/a	Typewriter	1	IBM Wheel Writer Series II	11-0271478	n/a	n/a	n/a	Admin Asst		x		50	very old but functioning
n/a	Typewriter table (brown)	1			n/a	n/a	n/a	Admin Asst		x		50	
n/a	8 Sheet Paper Shredder	1	Royal	PCUA 29079H	n/a	n/a	n/a	Admin Asst		x		20	
n/a	10 transparent drawer	1	Neox		n/a	n/a	n/a	Admin Asst		x		100	
n/a	1 shelf sliding cabinet	1			n/a	n/a	n/a	Admin Asst		x		100	
Feb-08	2 drawer filing cabinet	1	Global		n/a	purchased	program fund	Admin Asst	x			100	
n/a	Copier	1	SHARP AL-1530CS	35051503	n/a	n/a	n/a	Storage			x		Broken
n/a	beige long table with 2 locked drawers	1	n/a	n/a	n/a	donated	n/a	office		x			
n/a	rose colored 9 drawer office desk	1	n/a	n/a	n/a	donated	n/a	social worker		x		100	
n/a	office chair with wheels	1	n/a	n/a	n/a	donated	n/a	social worker		x		100	

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									N	F	P		
n/a	olive green/gold 2 piece couch	1	n/a	n/a	n/a	donated	n/a	office		x		100	transferred to Alee I 4/09/09
n/a	wooden coffee table	1	n/a	n/a	n/a	donated	n/a	office		x		100	
n/a	end table with drawers	2	n/a	n/a	n/a	donated	n/a	office		x		100	
n/a	standing lamps	4	n/a	n/a	n/a	donated	n/a	office		x		100	
n/a	microwave table - offwhite	1	n/a	n/a	n/a	donated	n/a	office		x			
n/a	table lamps	5	n/a	n/a	n/a	donated	n/a	office		x			
n/a	tan sofa couch	1	n/a	n/a	n/a	donated	n/a	office		x			transferred to Transitional Housing 6/2009
n/a	tan recliner	1	n/a	n/a	n/a	donated	n/a	office		x			
n/a	office desk w/side drawer	1	n/a	n/a	n/a	donated	n/a	office		x		100	
n/a	glass coffee table	1	n/a	n/a	n/a	donated	n/a	office		x			
n/a	office chair with wheels Alee 012-04	1	n/a	n/a	n/a	n/a	n/a	office		x		100	
n/a	black office arm chair w/ wheels	1	n/a	n/a	n/a	donated	n/a	office		x			
May-08	computer monitor	1	DC LCD	615L9W01CL1251	n/a	n/a	n/a	office	x			100	
May-08	Keyboard	1	Echostar/ES-Combo 068	n/a	n/a	n/a	n/a	office	x			100	
May-08	CPU	1	V2 Premier	n/a	n/a	n/a	n/a	office	x			100	

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									N	F	P		
03/05/08	Glass Round Dining Table	1	n/a	n/a	150.00	purchased	income-donation	transitional		x			
n/a	Glass Oblong Dining Table	1	n/a	n/a	n/a	donated	n/a	admin kitchen		x			
n/a	dining chairs	4	n/a	n/a	n/a	donated	n/a	admin kitchen		x			
n/a	dining chair w/ arms	1	n/a	n/a	n/a	donated	n/a	admin storage		x			
n/a	dining chairs	2	n/a	n/a	n/a	donated	n/a	admin storage		x			
n/a	dining chairs w/ arms (black cushion)	4	n/a	n/a	n/a	donated	n/a	office		x			
n/a	Radio/Cassette Player (Po	1	Sony Megabase CFS-710	n/a	n/a		n/a	office					transferred to Alee I
02/26/08	cordless telephone units	3	GE 5.8 GHZ		76.99	purchased	income-donation	office	x			100	
June-09	Digital cordless phone w/ 2 handsets	1	Panasonic 6.0	KX-TG6412	80.00	purchased	income-donation	office	x			100	
n/a	4 drawer filing cabinets (beige)	4	n/a	n/a	n/a	n/a	n/a	supply room		x		100	
n/a	3 drawer filing cabinet (beige)	1	n/a	n/a	n/a	n/a	n/a	supply room		x		100	
n/a	2 drawer filing cabinet (beige)	1	n/a	n/a	n/a	n/a	n/a	supply room			x	100	
n/a	vertical 4 shelf cabinet w/doors (beige)	2	n/a	n/a	n/a	n/a	n/a	supply room		x		100	
n/a	arm chair (off white)	2	n/a	n/a	n/a	donated	n/a	program director's office		x		100	

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									N	F	P		
n/a	sofa couch (blue)	1	n/a	n/a	n/a	donated	n/a	program director's office		x		100	
n/a	glass coffee table	1	n/a	n/a	n/a	donated	n/a	program director's office		x		100	
n/a	glass top long table	1	n/a	n/a	n/a	donated	n/a	program director's office		x			
n/a	3 tier book shelf	1	n/a	n/a	n/a	donated	n/a	program director's office		x		100	
n/a	5 tier book shelf	1	n/a	n/a	n/a	donated	n/a	program director's office		x		100	
n/a	computer table	1	n/a	n/a	n/a	donated	n/a	program director's office		x		100	
n/a	office 9 drawer desk	1	n/a	n/a	n/a	donated	n/a	program director's office		x		100	
n/a	blue padded office chair w/ wheels	1	n/a	n/a	n/a	donated	n/a	program director's office		x		100	
n/a	end table	1	n/a	n/a	n/a	donated	n/a	program director's office		x			
n/a	Fax Phone	1	Panasonic KX-FPG371	n/a	n/a	n/a	n/a	program director's office		x		100	transferred to Alee II
n/a	Adding machine	1	SHARP EL-1801C	n/a	n/a	n/a	n/a	program director's office		x		100	
n/a	Printer	1	HP Photosmart 7260	n/a	n/a	n/a	n/a	program director's office		x		100	
n/a	computer monitor	1	VE175 Viewsonic VS10231	P8D045103545	n/a	n/a	n/a	program director's office		x		100	
n/a	CPU	1	Window XP Professional E85-03014	n/a	n/a	n/a	n/a	program director's office		x		100	

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									N	F	P		
n/a	Keyboard	1	KM-2501	n/a	n/a	n/a	n/a	program director's office		x		100	
n/a	Modem	1	Terayon/TJ 716X	507390531383	n/a	n/a	n/a	program director's office		x		100	
06/25/08	Wireless Router	1	WBR2310	n/a	89.95	purchased	income-donation	CSS - MIS	x				damaged by thunderstorm
Sep-08	Wireless Router	1	Trendnet	n/a	n/a	n/a	n/a	program director's office	x			100	
12/24/08	Digital Camera	1	Pentax Optio M40 8.0 mega pixels	9350145	169.00	purchased	income-donation	office	x			100	Micropac
08/21/08	Lawn Mower	1	n/a	n/a	159.99	purchased	income-donation	maintenance	x				
04/08/09	Navy Blue couch	1	n/a	n/a	200.00	donated	n/a	office		x		100	
06/22/09	DVD Home Theater Sound System	1	Panasonic SA-PT760	DBBC010130	n/a	donated	n/a	office	x			100	
10/20/09	Desk with cubicle	1	n/a	n/a	n/a	donated	n/a	office		x		100	from Judiciary of Guam for self-help Kiosk
10/22/09	Arm chair with maroon padding	1	n/a	NY23348(W1)	n/a	donated	n/a	office		x		100	from Judiciary of Guam for self-help Kiosk
n/a	Day bed	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Single bed	4	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	4 drawer bureau/chest	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	

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									N	F	P		
n/a	Lamp	4	n/a	n/a	n/a	purchased	n/a	Alee I		x		100	
n/a	Stool	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Futon	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Fan	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	5 drawer bureau/chest	3	n/a	n/a	n/a	purchased	n/a	Alee I		x		100	
n/a	King size headboard	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Wooden night stand	4	n/a	n/a	n/a	purchased	n/a	Alee I	x			100	
n/a	Infant play pen	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Maroon Love seat couch	1	n/a	n/a	n/a	purchased	n/a	Alee I	x			100	
n/a	Arm chair w/ ottoman	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Wooden end tables	5	n/a	n/a	n/a	purchased	n/a	Alee I		x		100	
n/a	coffee table	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	wooden book shelves	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Single size head board	3	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Queen size bed	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Queen size headboard	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Wooden toddler bed	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	transferred to Alee II 8/09
n/a	Wooden end tables	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	

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									N	F	P		
4/9/2009	olive green/gold 2 piece couch	1	n/a	n	n/a	donated	n/a	Alee I		x		100	
n/a	2 drawer filing cabinet	1	n/a	n/a	n/a	purchased	n/a	Alee I		x		100	
n/a	Office chair	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	wooden coffee table	2	n/a	n/a	n/a	donated	n/a	Alee I			x	100	
n/a	Cordless phone w/ receiver	2	n/a	n/a	n/a	purchased	n/a	Alee I			x	100	
n/a	Wooden Office Desk	1	n/a	n/a	n/a	purchased	n/a	Alee I		x		100	
n/a	Floor Lamp	1	n/a	n/a	n/a	purchased	n/a	Alee I		x		100	
n/a	Floor Lamp	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Wooden Phone Table	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Picture Frame	1	n/a	n/a	n/a	purchased	n/a	Alee I		x		100	
n/a	21"Television	1	Sharp	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Portable Stereo System	1	Sony Megabase CFS-710	n/a	n/a	donated	n/a	Alee I		x		100	From Office
n/a	Portable Stereo System	1	Venturer	n/a	n/a	donated	n/a	Alee I		x		100	Broken
n/a	DVD/Video Player 2 in One	1	n/a	n/a	n/a	donated	n/a	Alee I	x			100	
n/a	Toddler High Chair	2	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Microwave	1	Panasonic	n/a	n/a	donated	n/a	Alee I		x		100	
n/a	Wooden 3 shelf cabinet	1	n/a	n/a	n/a	donated	n/a	Alee I	x			100	
n/a	Washer	1	Kenmore	CT5030378	n/a	purchased	n/a	Alee I	x			100	

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE
October 2009 - December 2009**

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		
08/27/08	Dryer	1	Kenmore	MW2434107	378.98	purchased	n/a	Alee I	x			100	
n/a	50lbs gas tank	1	n/a	n/a	n/a	donated	n/a	Alee I			x		For typhoon use
12/11/2008	dining glass table w/ 6 chairs	1	n/a	n/a	500.00	donated	n/a	Alee I		x		100	replaced the wooden dining table
12/11/2008	hutch (China cabinet)	1	n/a	n/a	500.00	donated	n/a	Alee I		x		100	
6/22/2009	Portable Stereo System	1	Sony	8216418	n/a	donated	n/a	Alee I	x			100	Transferred from Office
6/22/2009	2 door cabinet for TV/Stereo/Video Tapes	1	n/a	n/a	n/a	donated	n/a	Alee I		x			
7/7/2009	7.2 CF Chest Freezer (White)	1	Magic Chef/MCCF7WBX	n/a	249.00	purchased	Program Income - donation	Alee I	x				Home Depot
n/a	Wooden dining table w/ 6 chairs	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	Garage
8/1/2009	5 drawer dresser w/mirror (white)	1	n/a	n/a	n/a	donated	n/a	Alee I		x		100	
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	

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE
October 2009 - December 2009**

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	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	
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	
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	
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	

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE
October 2009 - December 2009**

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	Blue & Whie Shelf	1	n/a	n/a	n/a		n/a	Alee II				100	Hallway
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	
n/a	Baby Jumperoo	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	Returned/CSS Tent Sale - Unsafe
n/a	Baby Bouncer	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
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	
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	

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE
October 2009 - December 2009**

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	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	
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	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
n/a	Brown Drawer	2	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
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	

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE
October 2009 - December 2009**

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	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-dona	Alee II	x			100	
n/a	Standing Fan	1	n/a	n/a	n/a	donated	n/a	Alee II		x		100	
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	

**FY 2010 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE
October 2009 - December 2009**

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		

INVENTORY PREPARED BY: John L.J. Denorio 1/12/2010
SIGNATURE and DATE

Admiral Ant.
POSITION TITLE

INVENTORY VERIFIED BY: Sister Prigit Berg, R.S.M.
SIGNATURE and DATE

Program Director
POSITION TITLE

INVENTORY CERTIFIED BY: Verilda M. Lapador
SIGNATURE and DATE

Executive Director
POSITION TITLE

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

October 2009 - December 2009

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	JM 1BJ225430138705	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: José L. J. Jeros 1/12/2010 Admin Asst.
SIGNATURE and DATE POSITION TITLE

INVENTORY VERIFIED BY: Sister Priscilla Gomez Program Director
SIGNATURE and DATE POSITION TITLE

INVENTORY CERTIFIED BY: Urbán M. Rapados Executive Director
SIGNATURE and DATE POSITION TITLE

Bureau of Social Services Administration
Program Management /section

Guma San Jose Project

1st Quarter Report of Activities (October, November & December TY2010

Summary of Activities

Guma San Jose (GSJ) provides 24-hours 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-six (76) cases or one hundred eighty-six (186) individuals for the months of October, November and December FY 2010. Ten (10) cases were mentally unstable, and cases were elderly. Forty-two (42) cases or one hundred-eighteen (118) individuals were not accommodated due to lack of room or space. A new shelter worker and GSJ at present has eight (8) shelter workers. The Intake Clerk/Caseworker Aid attended the homeless coalition meeting held at GHURA office in GCIC Bldg. The Assistant Project Director, Shelter Manager, Intake Clerk/Caseworker Aide and the newly hired Shelter Worker inputted the GSJ's FY'09 clientele information in the HMIS/METSYS data at Salvation Army in Tiyan. The Intake Clerk/Caseworker Aide attended the Guam Early Learning Council meeting held at the Marriott Resort. Several clients attended two(2) free Parent Workshops, one held at the Yigo Gym., and the other at the Catholic Social Service Conference room.

The Kusina Santa Barbara held their monthly dinner activities at the Santa Barbara Parish Hall. Shelter clients were given Christmas. Gifts. The New Covenant Life Church sponsored their dinner servings held GSJ unit #1. The Abundant Life Church sponsored a Thanksgiving Luncheon at GSJ. The Island Telephone Directory sponsored a Thanksgiving Dinner at the Liheng Community Room. Ms. Torre and the Andersen Middle School National Honor Society donated Thanksgiving food supplies. Saint John School invited ten(10) to attend a Spaghetti dinner at their Fellowship Hall. Most of the clients are under GSJ Meals Program. Ms. Lisa Mangune donated twenty-two(22) bags stuffed with toiletries, nonperishable items and Bible for Christmas. A presentation and book signing of the local ABC book was held at the Catholic Social Service conference room. All GSJ clients with children 5 years-old and under were presented with the book after the author, Arlene Okiyama and illustrator Ric Castro affixed their signatures. Okkodu High School students held a Christmas luncheon for the clients in the school library.

The Guam Realtor's Association donated \$ 1,500.00 to the GSJ Program. Mrs.Cerila Rapadas, CSS Executive Director, Mr. Leo Casil, Deputy Director, Ms.Josphine Del Rosario, GSJ Housing Project Director and Glenn Meno, Assistant Project Director were present to accept the donation. The Dededo Mayor's Office donated used miscellaneous shoes, clothing and bags and the International Distributors donated fresh fruits and vegetables. GSJ provided services for twenty-nine cases or thirty-seven (37) individuals with one thousand four hundred fifty-seven (1,457) meals and thirty-nine (39) cases or seventy-four (74) individuals were provided with five hundred-eighty-six (586) transportation services. Shelter staff transported clients to and from office/shelter, job interviews, home search, workshops, Mayor's Office Superior court, Guam Legal Service, Office of the Attorney General, Erica's House, DPHSS, GMHA, AHRD, GHURA, etc.. For this quarter, GSJ has discharged forty-eight (48) clients after they found employment, a house to rent, stay with relatives and friends.

FY2004 NON-EXPENDABLE PROPERTY INVENTORY OVER \$500.00 IN VALUE

PROGRAM NAME: LUMA SAN JOSE
 LOCATION: HARMON OFFICE/SHELTER DEDEDO SHELTER
 DATE OF INVENTORY REVIEW: 12.31.09 (OCT/NOV/DEC)

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	1	NISSAN		15,000	DONATED							
2007	AIR CONDITIONER	1	PANASONIC	S07KACA00091	600	PURCHASED	PF	OFFICE		✓		100	
2004	GAS RANGE	1	HOTPOINT	31TB6528P001	650	PURCHASED	PF	OFFICE		✓		100	
2004	COMPUTER MONITOR	1	TEXA	7219DF002619	2,200	PURCHASED	PF	SHELTER, HARMON		✓		100	
	KEYBOARD	1	CHICONY	21S090064213				OFFICE		✓		100	
	MOUSE	1	MICROSOFT	PN X03.65047						✓		100	
	TOWER	1	MICROSOFT	X08-54518						✓		100	
2004	REFRIGERATOR	1	AMANA	11510579	500	PURCHASED	PF	SHELTER, DEDEDO		✓		100	
2008	COMPUTER SET	1				DONATED		OFFICE		✓		100	
	MONITOR	1								✓		100	
	KEYBOARD	1								✓		100	
	MOUSE	1								✓		100	
	TOWER	1								✓		100	
	UPS BACKUP	1								✓		100	
	NET GEAR ROUTER	1								✓		100	
	MODEM	1								✓		100	
	SCANNER	1								✓		100	
	PRINTER	1				DONATED		OFFICE		✓		100	

INVENTORY PREPARED BY: [Signature] 01-11-10
 SIGNATURE AND DATE

SHELTER MANAGER
 POSITION TITLE

INVENTORY VERIFIED BY: [Signature] 01/11/10
 SIGNATURE AND DATE

PROJECT DIRECTOR
 POSITION TITLE

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

PROGRAM NAME: GUMA SAN JOSE
 LOCATION: HARMON OFFICE/SHELTER, DEDEDO SHELTER
 DATE OF INVENTORY REVIEW: 12.31.09 (OCT/NOV/DEC)

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 / DEDEDO SHELTER	✓			100	
2008	TRASH CONTAINER	6	33 GALON		80	PURCHASED	PF	OFFICE	✓			100	
2008	TRASH CONTAINER	2	13 GALON		30	PURCHASED	PF	HARMON/DEDEDO SHELTER	✓			100	
2003	STORAGE CABINET	2			260	PURCHASED	PF	OFFICE	✓			100	
2003	PRINTER, LASERJET	1	HP	CNBJM03086	200	PURCHASED	PF	OFFICE		✓		100	
2008	PRINTER, OFFICEJET	1	HP		250	PURCHASED	PF	OFFICE		✓		100	
2003	COMPUTER UPS	1	BATTERY	P20-650USA	75	PURCHASED	PF	OFFICE	✓			100	
2004	DRAWER, PLASTIC	14	SPC DRAWER		55	PURCHASED	PF	HARMON/DEDEDO SHELTER		✓		100	
2006	BUNK BED	4	METAL			DONATED		HARMON SHELTER		✓		100	
2007	BED	2	FULL SIZE			DONATED		HARMON SHELTER		✓		100	
2007	BED	3	SINGLE			DONATED		HARMON SHELTER		✓		100	
2008	BENCH, PATIO	2	WOODEN			DONATED		HARMON SHELTER		✓		100	
2008	CHAIRS, LOUNGE	2	CUSHIONED			DONATED		OFFICE		✓		100	
2008	CHAIRS, LOUNGE	2	W/PADS			DONATED		HARMON SHELTER		✓		100	
2006	TABLE, DINING	1	GLASS/BRASS			DONATED		HARMON SHELTER		✓		100	
2003	TABLE, DINING	1	WOODEN			DONATED		HARMON SHELTER		✓		100	
2008	TABLES, END	3	WOOD/METAL			DONATED		DEDEDO SHELTER		✓		100	
2007	TABLES, END	4	2 DRAWER			DONATED		HARMON SHELTER		✓		100	
2008	SOFA	1	WHT W/STRIPES			DONATED		DEDEDO SHELTER		✓		100	
2008	SOFA	1	NAVY BLUE			DONATED		HARMON SHELTER		✓		100	
2008	LOVE SEAT	1	NAVY BLUE			DONATED		DEDEDO SHELTER		✓		100	
						DONATED		DEDEDO SHELTER		✓		100	

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 POSITION TITLE

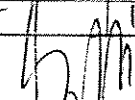
INVENTORY VERIFIED BY: [Signature] 01/11/10
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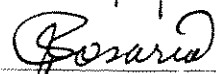
FY2009 NON-EXPENDABLE PROPERTY INVENTORY UNDER \$500.00 IN VALUE

PROGRAM NAME: GUNA SAN JOSE
 LOCATION: HARMON OFFICE/SHELTER, DEDEDU SHELTER
 DATE OF INVENTORY REVIEW: 12.31.09 (OCT/NOV/DEC)

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, PATTAN	1	6 DRAWER			DONATED		DEDEDU SHELTER		✓		100	
2007	DRAWER, PATTAN	1	2 DRAWER			DONATED		HARMON SHELTER		✓		100	
2006	TV, 19"	1	SONY	KN-244SR		DONATED		HARMON SHELTER		✓		100	
2008	TV, 19"	1	JVC	10790944		DONATED		HARMON SHELTER		✓		100	
2008	TV, 19"	1	RCA	617443816		DONATED		HARMON SHELTER		✓		100	
2008	TV, 19"	1	PHILIPS	23740258		DONATED		HARMON SHELTER		✓		100	
2006	MICROWAVE	1	PANASONIC	AD723403727		DONATED		DEDEDU SHELTER		✓		100	
2008	FAN	1	20"			DONATED		HARMON SHELTER		✓		100	
2008	OVEN, ELECTRIC	1	WHIRLPOOL	3166238		DONATED		HARMON SHELTER		✓		100	
2008	HOSE, GARDEN	3	SOFT.			DONATED		DEDEDU, SHELTER		✓		100	
2006	STOVE TOP GAS	1	2 BURNER	046N-14800	20	PURCHASED	DF	HARMON/DEDEDU SHELTER		✓		100	
2007	REFRIGERATOR	1	WHIRLPOOL	SP2021998	70	PURCHASED	PF	HARMON SHELTER		✓		100	
2008	REFRIGERATOR	1	KENMORE	9512781		DONATED		OFFICE		✓		100	
2003	FREEZER	1	Amana	1610579	550	PURCHASED	PF	HARMON SHELTER		✓	✓	100	
2007	AIR CONDITIONER	1	HAIER			PURCHASED	PF	HARMON SHELTER		✓	✓	100	
2002	EXECUTIVE CHAIR	1	BLACK		150	PURCHASED	PF	OFFICE		✓		100	AD09R0E0600A9SAT1166
2002	EXECUTIVE CHAIR	1	BROWN			DONATED		OFFICE		✓		100	
2005	GENERATOR	1	3,500 WPS	68860107		DONATED		OFFICE		✓		100	
2003	CABINET, FILE	3	4 DRAWER, BEIGE			PURCHASED	PF	OFFICE		✓		100	BRIGGS & STRATTON
1998	CABINET, FILE	2	BLACK, 5 DRAWER			DONATED		OFFICE		✓		100	
1998	CABINET, FILE	1	BEIGE, 4 DRAWER			DONATED		OFFICE		✓		100	

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

PROGRAM NAME: GUMA SAN JOSE
 LOCATION: HARMON OFFICE
 DATE OF INVENTORY REVIEW: 12.31.09 (OCT/NOV/DEC)

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	BLK/BRW, 2 DRAWER			DONATED		OFFICE		✓		100	
1998	CABINET, FILE	1	BLK, 2 DRAWER			DONATED		OFFICE		✓		100	
1998	DESK, GRAY	1	4 DRAWER			DONATED		OFFICE		✓		100	
1998	DESK, BEIGE/BRW	1	4 DRAWER			DONATED		OFFICE		✓		100	
2007	DESK, WOODEN	2	1 DRAWER			DONATED		OFFICE		✓		100	
1998	DESK, BLK, BRW	1	7 DRAWER			DONATED		OFFICE		✓		100	
1998	DESK, BLUE/BRW	2	7 DRAWER			DONATED		OFFICE		✓		100	
1998	ORGANIZER, FILE	2	METAL			DONATED		OFFICE		✓		100	

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