

Robert R.D.C. Hofmann
Mayor

Rudy D. Iriarte
Vice Mayor



Municipality of Sinajana
Mayors' Council of Guam

Konsehelon Mahot Guðhan
P. O. Box 786 Hagåtña, Guam 96932
Phone 671-472-6707 | 671-477-3323
Fax 671-472-5084
sinajanamayorsoffice@gmail.com
www.sinajana.org

1-8-23
January 3, 2023

MEMORANDUM

To: Department of Revenue and Taxation
Speaker of the Guam Legislature
Governor's Office
Office of the Public Auditor
MCOG Executive Director

Fr: Mayor Robert RDC Hofmann
District of Sinajana

Subject: Non-Appropriated Funds (NAF) 1st Quarter

Buenas Yan Hafa Adai! Submitted herewith pursuant to Public Law 30-68 (P.L.) is Sinajana Mayor's Office Non-Appropriated Funds (NAF) Account and the Sinajana Senior Citizens Center Non-Appropriated Funds (NAF) Account report for the 1st Quarter of FY 2023.

Any further questions, you can contact the office at 671-472-6707 / 671-477-3323.

Si Yu'us Ma'se.

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Dept. of Rev & Tax
BPTB 02

DISTRICT: SINAJANA MAYOR'S OFFICE
 FISCAL YEAR: 2023
 NON-APPROPRIATED FUNDS (NAF)
 REVENUE AND EXPENDITURE SUMMARY REPORT
 (✓) 1ST QTR () 2ND QTR () 3RD QTR () 4TH QTR

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REVENUE	
DONATION (CASH)	\$ -
DONATION (IN-KIND)	\$ -
FACILITY USE	\$ -
FUNDRAISING ACTIVITIES: SINAJANA COMMUNITY BINGO	\$ 9,302.50
PROGRAM REGISTRATION: CHRISTMAS CAMP	\$ 5,840.00
HALLOWEEN DONATION	\$ 2,050.00
REIMBURSEMENT	\$ 8,310.00
TOTAL REVENUE	\$ 25,502.50

OPERATIONS	
220 TRAVEL (OFF ISLAND)	\$ -
230 CONTRACTUAL SERVICES (BUS SERVICES / VAN INSURANCE)	\$ 2,108.23
233 OFFICE SPACE RENTAL/FACILITY USE	\$ -
240 SUPPLIES & MATERIALS	\$ 14,224.77
250 EQUIPMENT	\$ -
270 WORKERS COMPENSATION	
COMMUNITY PROGRAMS	
SINAJANA COMMUNITY BINGO PAYROLL	\$ 5,160.00
COMMUNITY PROGRAMS: CHRISTMAS CAMP STIPEND	\$ 2,250.00
271 DRUG TESTING	\$ -
290 MISCELLANEOUS	
BANK SERVICE FEES	\$ 60.00
COMMUNITY PROGRAMS REFUND	\$ -
DONATIONS	\$ 150.00
FOOD ITEMS: EVENT HOSTINGS/PROGRAM FEEDINGS	\$ 5,986.18
FUNDRAISERS	\$ -
HUMANITARIAN ASSISTANCE	\$ 250.00
SPONSORSHIP	\$ 750.00
2022 EMPLOYEE REVIEW	\$ 7,025.00
TAX	\$ 455.46
OTHERS: HARLAND CHECK ORDERS/PRIZES/HOLIDAY CONTEST AWARD	\$ 2,105.00
TOTAL OPERATIONS	\$ 40,524.64

UTILITIES	
361 POWER	\$ -
362 WATER/SEWER	\$ -
363 TELEPHONE	\$ -
TOTAL UTILITIES	\$ -

CAPITAL OUTLAY	
450 CAPITAL OUTLAY	\$ -
TOTAL CAPITAL OUTLAY	\$ -

DISTRICT: SINAJANA SENIOR CENTER OPERATIONS
 FISCAL YEAR: 2023
 NON-APPROPRIATED FUNDS (NAF)
 REVENUE AND EXPENDITURE SUMMARY REPORT
 (✓) 1ST QTR () 2ND QTR () 3RD QTR () 4TH QTR

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1-8-23 ml

REVENUE	
DONATION (CASH)	\$ -
DONATION (IN-KIND)	\$ -
FACILITY USE	\$ -
FUNDRAISING ACTIVITIES: SINAJANA SENIOR CENTER BINGO	\$ 7,398.50
GRANTS	\$ -
OTHER: SMO DEPOSITED INTO SCC ACCOUNT BY ERROR	\$ 150.00
TOTAL REVENUE	\$ 7,548.50

OPERATIONS	
220 TRAVEL (OFF ISLAND)	\$ -
230 CONTRACTUAL SERVICES	\$ 347.00
REPAIRS	\$ -
LICENSE	\$ -
233 OFFICE SPACE RENTAL/FACILITY USE	\$ -
240 SUPPLIES & MATERIALS	\$ 5,027.44
250 EQUIPMENT & PARTS	\$ -
270 WORKERS COMPENSATION	\$ -
271 DRUG TESTING	\$ -
290 MISCELLANEOUS	
BANK SERVICE FEES	\$ -
STIPEND FEE	\$ -
DONATIONS	\$ -
FUNDRAISERS	\$ -
FOOD ITEMS: EVENT HOSTINGS/PROGRAM FEEDINGS	\$ 1,806.34
HUMANITARIAN ASSISTANCE	\$ -
INCREASE CHANGE FUND	\$ -
OTHERS: HARLAND CHECK ORDERS/PRIZES/AWARDS	\$ 590.40
TOTAL OPERATIONS	\$ 7,771.18

UTILITIES	
361 POWER	\$ -
362 WATER/SEWER	\$ -
363 TELEPHONE	\$ -
TOTAL UTILITIES	\$ -

CAPITAL OUTLAY	
450 CAPITAL OUTLAY	
TOTAL CAPITAL OUTLAY	



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Coral Request

Cynthia Mesa

Dawn

SINAJANA 1st Quarter Non-Appropriated Funds Report



Sinajana Mayor's Office <sinajanamayorsoffice@gmail.com>

to Speaker's bicruz, Jessica, Executive

Buenas yan Hafa Adai!!

Please find the attached 1st Quarter Non-Appropriated Funds Report for the Sinajana Mayor's Office and Sinajana Senior Citizens Center. If you have any questions or the numbers listed below.

Thank you and Happy New Year!

Warm Regards,
Crystal Aflague
Municipal Clerk

Sinajana Mayor's Office

Tel: (671) 472-8707 / (671) 477-3323 | Fax: (671) 472-6084

sinajanamayorsoffice@gmail.com

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1/4/23, 9:59 AM

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1/8 2/22

SIN/NAF

any other electronic or hard copies immediately. Please do not distribute or disclose the contents to anyone. Thank you.



Sinajana Mayor's Office

to Speaker's Jessica, Executive, bjcrz

Hafa Adai and Good Morning!!

Please kindly see attached with email for the CORRECTED Quarterly Reports for 1st Quarter Non-Appropriated Funds. My sincere apologies. There were a few minor errors. If you have any questions or concerns please feel free to contact me at the numbers listed below. Thank you again and have a great day!

Warm Regards,

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Message sent

Rudy D. Iriarte
Vice Mayor



Konsehelon Mahot Guðhan
P. O. Box 786 Hagåtña, Guam 96932
Phone 671-472-6707 | 671-477-3323
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Dept. of Rev & Tax
BPTB 03

Subject: FY 2023 Non-Appropriated Funds (NAF) 2nd Quarter Report

Buenas yan Hafa Adai! Submitted herewith pursuant to Public Law 36-107 is the Sinajana Mayor's Office Non-Appropriated Funds (NAF) account and the Sinajana Senior Center Non-Appropriated Funds (SCC-NAF) report for FY 2023-2nd Quarter.

Any further questions, you can contact my office via the information listed above.

Si Yu'us Ma'ase.

Attachment:

Sinajana FY2023 2nd Quarter ReportSinajana Senior Center FY2023 2nd Quarter Report

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MAYORS' COUNCIL
OF GUAM

DISTRICT:

SINAJANA MAYOR'S OFFICE

FISCAL YEAR:

2023

NON-APPROPRIATED FUNDS (NAF)

REVENUE AND EXPENDITURE SUMMARY REPORT

() 1ST QTR (v) 2ND QTR () 3RD QTR () 4TH QTR

REVENUE

DONATION (CASH)	\$	-
DONATION (IN-KIND)	\$	200.00
FACILITY USE	\$	-
FUNDRAISING ACTIVITIES: SINAJANA COMMUNITY BINGO	\$	10,098.00
GRANTS	\$	600,000.00
PROGRAM REGISTRATION	\$	4,175.00
EASTER EGG-STRAVAGANZA DONATIONS	\$	2,450.00
REIMBURSEMENT	\$	1,000.00
BANK ERROER	\$	292.89
TOTAL REVENUE	\$	618,215.89

220

OPERATIONS

230	TRAVEL (OFF ISLAND)	\$	17,534.76
233	CONTRACTUAL SERVICES	\$	58,309.63
240	OFFICE SPACE RENTAL/FACILITY USE	\$	-
250	SUPPLIES & MATERIALS	\$	21,631.14
270	EQUIPMENT	\$	57,617.54
	WORKERS COMPENSATION		
	COMMUNITY PROGRAMS: SINAJANA CHRISTMAS CAMP	\$	2,910.00
	COMMUNITY PROGRAM: AFTER SCHOOL TUTORING TEACHER STIPEND	\$	3,050.00
	SINAJANA COMMUNITY BINGO PAYROLL	\$	4,607.50
271	DRUG TESTING	\$	-
290	MISCELLANEOUS		
	BANK SERVICE FEES	\$	151.60
	COMMUNITY PROGRAMS REFUND	\$	-
	DONATIONS	\$	260.00
	FOOD ITEMS: EVENT HOSTINGS/PROGRAM FEEDINGS	\$	3,159.14
	FUNDRAISERS	\$	-
	PRIZES	\$	100.00
	SPONSORSHIP	\$	-
	REIMBURSEMENT (CIVIL WEDDING)	\$	-
	TAX	\$	242.20
	SINAJANA CHRISTMAS CAMP FIELDTRIP	\$	922.00
	OTHERS: HOLIDAY HOME CONTEST	\$	1,000.00
361	TOTAL OPERATIONS	\$	171,495.51

UTILITIES

362	POWER	\$	-
363	WATER/SEWER	\$	-
	TELEPHONE	\$	-
450	TOTAL UTILITIES	\$	-

DISTRICT: SINAJANA SENIOR CENTER OPERATIONS
 FISCAL YEAR: 2023
 NON-APPROPRIATED FUNDS (NAF)
 REVENUE AND EXPENDITURE SUMMARY REPORT
 ()1ST QTR (✓)2ND QTR ()3RD QTR ()4TH QTR

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 MAYORS' COUNCIL
 OF GUAM

4/21/23

REVENUE	
DONATION (CASH)	\$ -
DONATION (IN-KIND)	\$ -
FACILITY USE	\$ -
FUNDRAISING ACTIVITIES: SINAJANA SENIOR CENTER BINGO	\$ 8,994.00
GRANTS	\$ -
OTHER:	\$ -
TOTAL REVENUE	\$ 8,994.00

OPERATIONS	
220 TRAVEL (OFF ISLAND)	\$ -
230 CONTRACTUAL SERVICES	\$ 400.00
REPAIRS	\$ -
LICENSE	\$ -
233 OFFICE SPACE RENTAL/FACILITY USE	\$ -
240 SUPPLIES & MATERIALS	\$ 2,887.64
250 EQUIPMENT & PARTS	\$ -
270 WORKERS COMPENSATION	\$ -
271 DRUG TESTING	\$ -
290 MISCELLANEOUS	
BANK SERVICE FEES	\$ -
STIPEND FEE	\$ -
DONATIONS	\$ -
FUNDRAISERS	\$ -
FOOD ITEMS: EVENT HOSTINGS/PROGRAM FEEDINGS	\$ 1,137.58
HUMANITARIAN ASSISTANCE	\$ -
INCREASE CHANGE FUND	\$ -
OTHERS: HARLAND CHECK ORDERS/PRIZES/AWARDS	
TOTAL OPERATIONS	\$ 4,425.22

UTILITIES	
361 POWER	\$ -
362 WATER/SEWER	\$ -
363 TELEPHONE	\$ -
TOTAL UTILITIES	\$ -

CAPITAL OUTLAY	
450 CAPITAL OUTLAY	
TOTAL CAPITAL OUTLAY	



4/11/23

SIN/NAF

SMO SMO <sinajanamayoroffice@gmail.com>

Sinajana 2nd Quarter Non-Appropriated Funds Report

6 messages

Sinajana Mayor's Office <sinajanamayoroffice@gmail.com>

Wed, Apr 5, 2023 at 10:20 AM

To: Speaker's Office <speaker@guamlegislature.org>, bjcruz@guamopa.com, Jessica Cruz <jessica.cruz@guam.gov>

Cc: "Executive Director Angel R. Sablan" <angeth@hotmail.com>

Buenas yan Hafa Adai!

Please find the attached 2nd Quarter Non-Appropriated Funds Report for the Sinajana Mayor's Office and the Sinajana Senior Citizen Center. If you have any questions or concerns please feel free to contact me at the numbers listed below.

Warm Regards,
Crystal Aflague
Municipal Clerk


Sinajana Mayor's Office

Tel: (671) 472-6707 / (671) 477-3323 | Fax: (671) 472-5084

sinajanamayoroffice@gmail.com

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 [scans@smo.com_20230405_103953.pdf](#)
203K

Speaker Therese M. Terlaje <speaker@guamlegislature.org>

Wed, Apr 5, 2023 at 2:46 PM

To: Sinajana Mayor's Office <sinajanamayoroffice@gmail.com>

Hafa Adai Ms. Crystal,

This is to confirm receipt of your email and attached SMO's Reporting Requirements pursuant to Public Law 30-68, 2nd Quarter Non-Appropriated Funds Report for the Sinajana Mayor's Office and the Sinajana Senior Citizen Center.

Si Yu'os Ma'åse',

Marie Cruz

Community Relations Liaison



Office of Speaker Therese M. Terlaje

Committee on Health, Land, Justice, and Culture

I Mina'trentai Siette na Liheslaturan Guåhan 37th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910

☎ (671) 472-3586

✉ senatorterlajeguam@gmail.com

🌐 www.senatorterlaje.com

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[Quoted text hidden]

Benjamin Cruz <bjcruz@guamopa.com>
To: Sinajana Mayor's Office <sinajanamayorsoffice@gmail.com>

Wed, Apr 5, 2023 at 4:30 PM

Receipt Acknowledged. BJ Cruz

Sent from my iPhone

SIN/NAF

On Apr 4, 2023, at 8:20 PM, Sinajana Mayor's Office <sinajanamayorsoffice@gmail.com> wrote:

[Quoted text hidden]

<scans@smo.com_20230405_103953.pdf>

Sinajana Mayor's Office <sinajanamayorsoffice@gmail.com>

Tue, Apr 18, 2023 at 9:55 AM

To: Speaker's Office <speaker@guamlegislature.org>, Jessica Cruz <jessica.cruz@guam.gov>, bjcruz@guamopa.com
Cc: "Executive Director Angel R. Sablan" <anghet@hotmail.com>

Hafa Adai,

Please find the attached corrected Sinajana FY2023 NAF 2nd Quarter Report. The Public Law in the initial cover letter was quoted in error as P.L.30-68 with the correction showing P.L.36-107 and to include the corrections to the Fiscal Years reflected on the reports as 2022.

Our apologies in advance for any inconvenience this may have caused.

Thank you and have a great day!

Very Respectfully,
Bernice Blas Sarrosa

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 **SINAJANA - FY23 NAF 2ND QUARTER REPORTS.pdf**
243K

Benjamin Cruz <bjcruz@guamopa.com>
To: Sinajana Mayor's Office <sinajanamayorsoffice@gmail.com>

Tue, Apr 18, 2023 at 10:37 AM

Receipt of amended NAF acknowledged

Benjamin J. F. Cruz

Public Auditor

Office of Public Accountability – Guam

www.opaguam.org

Tel. (671) 475-0390 ext. 209

Fax (671) 472-7951

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Speaker Therese M. Terlaje <speaker@guamlegislature.org>
To: Sinajana Mayor's Office <sinajanamayorsoffice@gmail.com>

Tue, Apr 18, 2023 at 1:12 PM

Håfa Adai Ms. Crystal,

This is to confirm receipt of your email and attached Sinajana Mayor's Office and Sinajana Senior Center FY2023 2nd Quarter Non-Appropriated Funds (NAF) Report, pursuant to Public Law 30-68.

Si Yu'os Ma'åse',

Marie Cruz

Community Relations Liaison



Office of Speaker Therese M. Terlaje

Committee on Health, Land, Justice, and Culture

I Mina'trentai Siette na Liheslaturan Guåhan 37th Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910

☎ (671) 472-3586

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