



Office of the Mayor
Municipality of Asan-Maina
Frankie A. Salas, Mayor



AS-MAINA

January 13, 2025

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DEPT OF REVENUE & TAXATION
 ADMIN-04

MEMORANDUM

To: Dafne M. Shimizu, Director of Dept. of Revenue and Taxation
 Honorable Speaker Frank F. Blas, Jr., 38th Guam Legislature
 Honorable Lourdes A. Leon Guerrero, Governor of Guam
 Benjamin J.F. Cruz, Public Auditor of Guam

CC: JoyJean Arceo, Executive Director, Mayors' Council of Guam


From: Mayor Frankie A. Salas, Municipality of Asan-Ma'ina

Subject: TRANSMITTAL OF FY 2025 1st QUARTER (NAF) REPORT

Buenas yan Hafa Adai! Submitted herewith is the Fiscal Year 2025 – 1st Quarter Report for Non-Appropriated Funds (NAF) pursuant to Public Law (P.L.) 30-68.

Should you need additional information regarding this matter, please feel free to contact me at 671-472-6581.

Respectfully,


 FRANKIE A. SALAS
 MAYOR

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MAYORS' COUNCIL
 OF GUAM

cc:

Attachments

DISTRICT: ASAN - MAINA MAYOR'S OFFICE
 FISCAL YEAR: FY 2025
 NON-APPROPRIATED FUNDS (NAF)
 REVENUE AND EXPENDITURE SUMMARY
 (XX) 1ST QTR () 2ND QTR () 3RD QTR () 4TH QTR

| REVENUE | |
|--|---------------------|
| Donations | \$ 5,125.00 |
| Facility Use | \$ 600.00 |
| Fiesta Concessions | \$ - |
| Flea Markets/Night Markets | \$ - |
| Fundraising Activities | \$ 880.00 |
| Liberation Activities | \$ 3,195.00 |
| Program Registration | \$ - |
| Grants | \$ - |
| Civil Weddings | \$ - |
| OTHER: (Deposit to maintain BOG account) | \$ 512.00 |
| TOTAL REVENUE: | \$ 10,312.00 |

| OPERATIONS | | |
|------------|-------------------------|---------------------|
| 220 | Travel (OFF-ISLAND) | \$ - |
| 230 | Contractual Services | \$ 961.46 |
| 233 | Office Space Rental | \$ - |
| 240 | Supplies and Materials | \$ 1,983.72 |
| 250 | Equipment | \$ 9,714.93 |
| 270 | Wokers Compensation | \$ - |
| 271 | Drug Testing | \$ - |
| 280 | Sub-Recipient/Sub-Grant | \$ - |
| 290 | MISCELLANEOUS | \$ 650.15 |
| | Community Programs | \$ - |
| | Donation to NPOs: | |
| | Food Items | \$ - |
| | Fiesta Expenses | |
| | Humanitarian Assistance | \$ 200.00 |
| | Sponsorships | \$ 1,597.50 |
| | Other: | \$ 115.00 |
| | TOTAL OPERATIONS | \$ 15,222.76 |

| UTILITIES | | |
|-----------|------------------------|-------------|
| 361 | Power | \$ - |
| 362 | Water | \$ - |
| 363 | Telephone | \$ - |
| | TOTAL UTILITIES | \$ - |

| CAPITAL OUTLAY | | |
|----------------|-----------------------------|-------------|
| 450 | Capital Outlay: | \$ - |
| | TOTAL CAPITAL OUTLAY | \$ - |

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NON-APPROPRIATED FUNDS (NAF) REPORT

1. Access to copies of all bank statements from October 01, 2024 through December 31, 2024

2. Access to Mayors' Council/Planning Council minutes of meetings to as applicable

3. NAF REPORT - FY 2025 1st Quarter

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| Date Received | Disbursements/Payments Made to | Date Disbursed | Check/Receipt No. | Description of Transactions | Amount | Object Classification |
|---------------|--------------------------------|----------------|-------------------|-----------------------------|-------------|--|
| 8/15/2024 | BENSON | 8/15/2024 | 547 | SUPPLIES | \$ 245.40 | EQUIPMENT AND CLEANING SUPPLIES |
| 9/6/2024 | CTD COMMERCIAL TIRE DEPOT | 9/6/2024 | 548 | TIRES | \$ 559.98 | FOR AMMO OFFICIAL VEHICLE 2016 FORD FLATBED |
| 8/28/2024 | JIANNA S. GUITERREZ | 8/28/2024 | 549 | 80TH LIBERATION | \$ 1,597.50 | CANDIDATE/SPONSOR PERCENTAGE |
| 9/19/2024 | NAPA AUTO PARTS | 9/19/2024 | 554 | AUTO PARTS | \$ 57.97 | FOR AMMO OFFICIAL VEHICLE 2015 TRUCK |
| 9/24/2024 | ERC MAINTENANCE | 09/24/224 | 556 | EQUIPMENT PARTS | \$ 49.98 | FOR BUSH CUTTER |
| 09/25/2024 | NAPA AUTO PARTS | 9/25/2024 | 557 | AUTO PARTS | \$ 34.98 | FOR AMMO OFFICIAL VEHICLE 2015 TRUCK |
| 9/24/2024 | MICROPAC, INC. | 9/24/2024 | 558 | OFFICE EQUIPMENT | \$ 214.93 | PRINTER OFFICE USE |
| 10/4/2024 | BENSON | 10/4/2024 | 560 | EQUIPMENT SUPPLIES | \$ 154.78 | FOR BUSH CUTTER |
| 10/4/2024 | JOE & FRANK'S AUTOSHOP | 10/4/2024 | 561 | SAFETY INSPECTION | \$ 30.00 | FOR AMMO OFFICIAL VEHICLE 2023 SEDAN/TRUCK |
| 10/8/2024 | NAPA AUTO PARTS | 10/8/2024 | 562 | AUTO PARTS | \$ 57.97 | FOR AMMO OFFICIAL VEHICLE 2015 TRUCK |
| 10/10/2024 | NAPA AUTO PARTS | 10/10/2024 | 563 | AUTO PARTS | \$ 71.98 | FOR AMMO OFFICIAL VEHICLE 2015 TRUCK |
| 10/21/2024 | ERC MAINTENANCE | 10/21/2024 | 564 | EQUIPMENT SUPPLIES | \$ 338.98 | FOR BUSH CUTTER |
| 10/23/2024 | COST-U-LESS | 10/23/2024 | 565 | SUPPLIES | \$ 149.37 | MPC HALLOWEEN VILLAGE ACTIVITY |
| 11/13/2024 | BENSON | 11/13/2024 | 566 | EQUIPMENT SUPPLIES | \$ 83.76 | FOR BUSH CUTTER |
| 11/14/2024 | CTD COMMERCIAL TIRE DEPOT | 11/14/204 | 567 | TIRES | \$ 401.48 | FOR AMMO OFFICIAL VEHICLE 2016 DODGE TRUCK |
| 11/26/2024 | JOSEPH J. CHOFFAT | 11/26/2024 | 568 | MEDICAL DONATION | \$ 200.00 | HUMANITARIAN |
| 12/11/2024 | NATIONAL OFFICE SUPPLY | 12/11/2024 | 569 | SUPPLIES | \$ 55.83 | OFFICE SUPPLIES |
| 12/18/2024 | JESUS A. ANGOGO- MPC | 12/18/2024 | 570 | CHRISTMAS LUNCH | \$ 579.15 | MPC CHRISTMAS PARTY LUNCH |
| 12/20/2024 | ERC MAINTENANCE | 12/20/2024 | 571 | TRAILER PRESSURE WASHER | \$ 9,500.00 | FOR USE AROUND CLEANING |
| 12/23/2024 | UNDERGROUND DUNGEON | 12/23/2024 | 572 | SANTA CLAUSE CUSTOM SET | \$ 85.00 | FOR USE 2024 CHRISTMAS CANDY RUN FESTIVITY |
| 12/26/2024 | MEGABYTE | 12/26/2024 | 574 | OFFICE SUPPLIES | \$ 501.00 | 2021 PAST DUE INVOICES NOT PAID |
| 12/26/2024 | BENSON | 12/26/2024 | 575 | EQUIPMENT SUPPLIES | \$ 181.72 | FOR BUSH CUTTER / BLDG PAINT |
| 12/27/2024 | JAMAICAN GRILL | 12/27/2024 | 576 | LUNCH | \$ 71.00 | APPRECIATION LUNCH GFD - CHRISTMAS CANDY RUN |

TOTAL EXPENDITURE \$ 15,222.76

NON-APPROPRIATED FUNDS (NAF) REPORT

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3. NAF REPORT - FY 2025 1st Quarter

| Date Received | Disbursements/Payments Made FROM | Date Deposited | Check/Cash/Receipt No. | Description | Amount | Object Classification |
|---------------|----------------------------------|----------------|------------------------|-----------------|-------------|-----------------------------------|
| 8/9/2024 | MCOG | 8/23/2024 | 1961 | 80TH LIBERATION | \$ 3,195.00 | CANDIDATE/SPONSOR PERCENTAGE |
| 8/15/2024 | DANIEL SWAVELY CONSULTING | 8/23/2024 | 826 | AD NOTICE | \$ 512.00 | MPC MEETING FINAL RESOLUTION |
| 8/23/2024 | MPC | 8/23/2024 | CASH #1375 | MPC FUNDRAISING | \$ 120.00 | FEE AUGUST 2024 - CENTER |
| 9/19/2024 | MPC | 9/19/2024 | CASH #0672 | MPC FUNDRAISING | \$ 260.00 | FEE SEPTEMBER 2024 - CENTER |
| 9/24/2024 | TOHGE COPORATION | 10/4/2024 | 2245 | RENTAL | \$ 400.00 | FEE JULY-DEC 2023 & JAN-JUNE 2024 |
| 10/11/2024 | J'S JEWELRY | 10/16/2024 | 3864 | DONATION | \$ 25.00 | HALLOWEEN FESTIVITIES |
| 10/11/2024 | DIAMOND K | 10/16/2024 | 14488 | DONATION | \$ 5,000.00 | BEAUTIFICATION |
| 10/16/2024 | MPC | 10/16/2024 | CASH #0297 | MPC FUNDRAISING | \$ 300.00 | FEE OCTOBER 2024 - CENTER |
| 10/29/2024 | TOHGE COPORATION | 10/25/2024 | 054 | RENTAL | \$ 200.00 | FEE JULY-DEC 2024 |
| 10/22/2024 | GUAM SUNSHINE LIONS CLUB | 11/13/2024 | 1178 | DONATION | \$ 100.00 | HALLOWEEN FESTIVITIES |
| 11/13/2024 | MPC | 11/13/2024 | CASH #0616 | MPC FUNDRAISING | \$ 200.00 | FEE NOVEMBER 2024 - CENTER |

TOTAL REVENUE

\$ 10,312.00

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Jerrilyn Topasna <jrtopasna.asanmaina@gmail.com>

FY 2025 NAF 1st Quarter Report

4 messages

Jerrilyn Topasna <jrtopasna.asanmaina@gmail.com>

Mon, Jan 13, 2025 at 3:47 PM

To: Honorable Speaker <speakerblas@guamlegislature.gov>, Governor's Office <jessica.cruz@guam.gov>, Benjamin Cruz <bjcruz@guamopa.com>

Hafa Adai,

The attached file for FY 2025 (NAF) 1st Quarter Report for your perusal. Should you have any queries, please do not hesitate to contact our office at our numbers below. Thank you.

Please acknowledge receipt of this email.

Respectfully,
Jerrilyn R. Topasna
Administrative Assistant
Assan-Ma'ina Mayor's Office
jrtopasna.asanmaina@gmail.com

Tel: 671-472-6581/671-479-2726

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Benjamin Cruz <bjcruz@guamopa.com>

Mon, Jan 13, 2025 at 5:20 PM

To: Jerrilyn Topasna <jrtopasna.asanmaina@gmail.com>

Receipt 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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Jessica Dydasco <jessica.cruz@guam.gov>

Thu, Jan 16, 2025 at 3:16 PM

To: "jrtopasna.asanmaina@gmail.com" <jrtopasna.asanmaina@gmail.com>

Acknowledging receipt of your email.

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Jessica Dydasco

Administrator

Central Files

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Office of the Governor of Guam

671-472-8931-6

Email: jessica.cruz@guam.gov

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Frank Blas Jr. <speakerblas@guamlegislature.gov>

To: Jerrilyn Topasna <jrtopasna.asanmaina@gmail.com>

Cc: Governor's Office <jessica.cruz@guam.gov>, Benjamin Cruz <bjcruz@guamopa.com>

Thu, Jan 16, 2025 at 3:56 PM

Hafa Adåi,

This is to acknowledge receipt of your email and its attachments.

Si Yu'os Ma'åse'

Bernice Rivera

Administrative Assistant



Office of Speaker Frank F. Blas, Jr.

I Mina'trentai Ocho na Lihenslaturan Guåhan 38th Guam Legislature

Guam Congress Building, **163 Chalan Santo Papa, Hagatña**

(671)969-6456

speakerblas@guamlegislature.gov

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