

# OFFICE OF MANAGEMENT AND BUDGET

Citizen Centric Report for Fiscal Year 2020



## 1 WHO WE ARE

Office of Management and Budget (OMB) created by Article III, Section 9 of the CNMI Constitution under Executive Functions. OMB carries out its mission through three critical processes that are essential to the Governor's ability to plan and implement his priorities across the Executive Branch:

- Budget Formulation & Execution
- Financial Management
- Human Resource Management

In addition, the Office is responsible for improving and coordinating the management of the Commonwealth Government. In this regard, the Special Assistant ensures discipline in government programs and activities for consistency with the Governor's policies and budget, improve government efficiency by reducing duplication and overlaps between and among agencies, and assist department and activity heads in internal organization and management to achieve maximum effectiveness at minimum cost to the taxpayers.

## OUR MISSION

The mission of OMB is to serve the Governor in implementing his vision across the executive branch. OMB reports directly to the Governor and helps executive departments and agencies to carry out the commitments and priorities of the Governor.

## OPERATIVE

efficient; effective; functional

## MANAGEABLE

managed; controlled;  
accomplished

## BALANCED

fair; accurate; practical

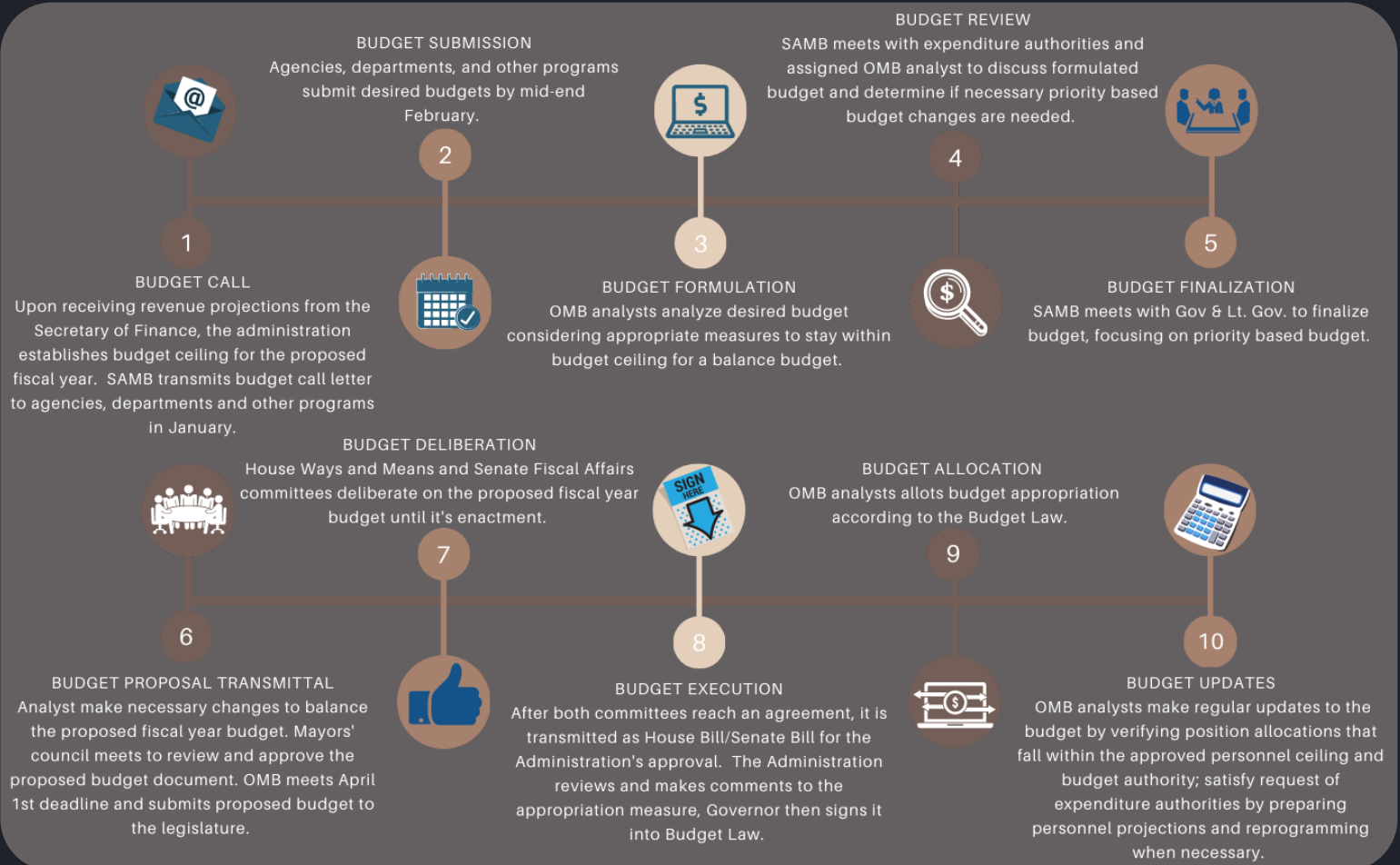
SPECIAL ASSISTANT OF  
MANAGEMENT AND BUDGET  
*Virginia C. Villagomez*

ADMINISTRATIVE  
ASSISTANT  
*Natalyn M. William*

ANALYSTS  
*Benita F. Sablan*  
*Jazmin L. Camacho*  
*Nadia B. Pua*  
*Cherese T. Palacios*  
*Angelina L. Phillips*



## BUDGET PROCESS



## STAFF ASSIGNMENT

<p><b>Jazmin L. Camacho</b> Tech. Financial Analyst</p> <p>LOCAL ACCOUNTS</p> <ul style="list-style-type: none"> <li>1. Legislature</li> <li>2. Office of the Governor</li> <li>3. Office of the Lieutenant Governor</li> <li>4. Department of Corrections</li> <li>5. Department of Public Safety</li> <li>6. Other Programs (PSS, NMC)</li> </ul> <p>FEDERAL PROGRAMS NON LAPSING &amp; REVOLVING</p> <ul style="list-style-type: none"> <li>1. Corrections</li> <li>2. Department of Public Safety</li> <li>3. Medicaid</li> <li>4. Compact Impact</li> </ul> <p>OTHER</p> <ul style="list-style-type: none"> <li>1. Reporting requirements to the Legislature</li> <li>2. Compilation of Formulated Budgets from Analyst</li> <li>3. Citizen Centric Reporting (CCR)</li> </ul>	<p><b>Nadia B. Pua</b> Tech. Financial Analyst</p> <p>LOCAL ACCOUNTS</p> <ul style="list-style-type: none"> <li>1. Department of Community &amp; Cultural Affairs</li> <li>2. Department of Fire &amp; EMS</li> <li>3. Department of Finance</li> <li>4. Department of Labor</li> <li>5. Department of Public Works</li> </ul> <p>FEDERAL PROGRAMS NON LAPSING &amp; REVOLVING</p> <ul style="list-style-type: none"> <li>1. Department of Community &amp; Cultural Affairs</li> <li>2. Department of Fire &amp; EMS</li> <li>3. Department of Finance</li> <li>4. Department of Labor</li> <li>5. Department of Public Works</li> </ul> <p>OTHER</p> <ul style="list-style-type: none"> <li>1. Project Manager, Qwestica Software</li> <li>2. IT Operations and Maintenance</li> </ul>	<p><b>Cherese T. Palacios</b> Tech. Financial Analyst</p> <p>LOCAL ACCOUNTS</p> <ul style="list-style-type: none"> <li>1. Judiciary</li> <li>2. Other Offices of the Governor &amp; Lt. Governor</li> <li>3. Second Senatorial District, Tinian</li> <li>4. Third Senatorial District, Saipan</li> </ul> <p>FEDERAL PROGRAMS NON LAPSING &amp; REVOLVING</p> <ul style="list-style-type: none"> <li>1. Judiciary</li> <li>2. Other Offices of the Governor &amp; Lt. Governor</li> <li>3. Second Senatorial District, Tinian</li> <li>4. Third Senatorial District, Saipan</li> </ul> <p>OTHER</p> <ul style="list-style-type: none"> <li>1. Time &amp; Attendance</li> </ul>	<p><b>Angelina I. Phillips</b> Tech. Financial Analyst</p> <p>LOCAL ACCOUNTS</p> <ul style="list-style-type: none"> <li>1. Department of Commerce</li> <li>2. Department of Lands &amp; Natural Resources</li> <li>3. First Senatorial District, Rota</li> <li>4. Independent Programs</li> </ul> <p>FEDERAL PROGRAMS NON LAPSING &amp; REVOLVING</p> <ul style="list-style-type: none"> <li>1. Department of Commerce</li> <li>2. Department of Lands &amp; Natural Resources</li> </ul> <p>OTHER</p> <ul style="list-style-type: none"> <li>1. Training Coordinator</li> </ul>	<p><b>Benita F. Sablan</b> Budget Analyst IV</p> <p>LOCAL ACCOUNTS</p> <ul style="list-style-type: none"> <li>1. All Boards &amp; Commission</li> <li>2. Medical Referral Services</li> <li>3. Medical Referral Administration</li> <li>4. Medicaid Reimbursement</li> <li>5. Medicaid Administration</li> <li>6. Department of Public Lands</li> <li>7. All Government Corporations</li> </ul> <p>FEDERAL PROGRAMS NON LAPSING &amp; REVOLVING</p> <ul style="list-style-type: none"> <li>1. All Boards and Commission</li> </ul> <p>OTHER</p> <ul style="list-style-type: none"> <li>1. Semi-Mo. Office Equipment Inventory</li> </ul>	<p><b>Natalyn M. William</b> Administrative Assistant</p> <ul style="list-style-type: none"> <li>1. All Administration Functions</li> <li>2. Purchase Requisitions</li> <li>3. Travel Orders</li> </ul> <p><b>ALL ANALYSTS</b> Tech. Financial &amp; Budget Analysts</p> <p>Rotations to support administrative functions when needed on assigned days as follows:</p> <ul style="list-style-type: none"> <li>Monday, Jazmin</li> <li>Tuesday, Nadia</li> <li>Wednesday, Cherese</li> <li>Thursday, Angel</li> <li>Friday, Benita</li> </ul>
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# 3 OUR FINANCES

Given the global pandemic, the effect it had on our financial position generated a reduction to the budgetary resources beginning the second quarter of Fiscal Year 2020, a 28.3343% reduction to the net available for appropriation. In the same quarter with the global pandemic worsening, our budgetary resources were further reduced to 48.1635%.

As a result, a proportionate reduction in the allotment authority of 48.1635% was implemented across the board.

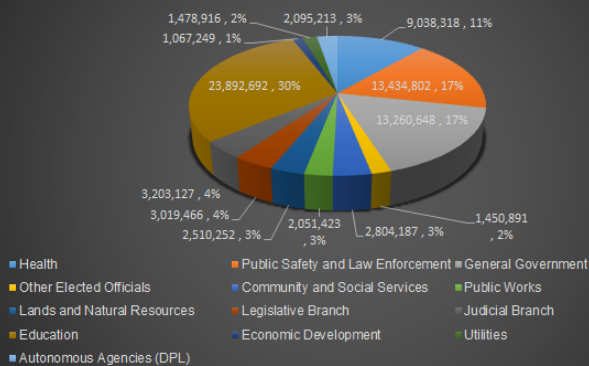


## GENERAL FUND

Object Class	Public Law 21-08/16	48.1635% Reduction	Revised Budget
Personnel	81,670,796	(39,335,514)	42,335,282
All-Others	68,471,037	(32,978,048)	35,492,989
Utilities	2,853,040	(1,374,124)	1,478,916
<b>Total</b>	<b>152,994,873</b>	<b>(73,687,686)</b>	<b>79,307,187</b>

Fiscal Year 2020 Government Activities & Uses					
Activities	Saipan	Tinian	Rota	Total	%
Health	9,038,318	0	0	9,038,318	11%
Public Safety and Law Enforcement	10,724,487	1,241,789	1,468,526	13,434,802	17%
General Government	9,219,160	2,220,208	1,821,280	13,260,648	17%
Other Elected Officials	1,287,241	81,825	81,825	1,450,891	2%
Community and Social Services	2,385,291	224,163	194,733	2,804,187	4%
Public Works	1,466,138	204,321	380,964	2,051,423	3%
Lands and Natural Resources	1,637,734	385,525	486,993	2,510,252	3%
Legislative Branch	3,019,466	0	0	3,019,466	4%
Judicial Branch	3,203,127	0	0	3,203,127	4%
Education	23,892,692	0	0	23,892,692	30%
Economic Development	895,752	73,666	97,831	1,067,249	1%
Utilities	1,144,998	217,286	116,632	1,478,916	2%
Autonomous Agencies (DPL)	2,095,213	0	0	2,095,213	3%
<b>Total</b>	<b>70,009,619</b>	<b>4,648,784</b>	<b>4,648,784</b>	<b>79,307,186</b>	

Fiscal Year 2020 Government Activities & Uses



## OMB

Object Class	Public Law 21-08/16	48.1635% Reduction	Lateral Transfer Health Cost Reimbursement	Revised Budget
Personnel	295,963	(142,546)	44,321	197,738
All-Others	56,077	(27,009)		29,068
Utilities	-	-		-
<b>Total</b>	<b>352,040</b>	<b>(169,555)</b>		<b>226,806</b>

Number of Budgeted & Filled Positions



## Accomplishments and Challenges

- The Office of Management and Budget acquired a budget software through Questica to assist us in Maximizing efficiency in the formulation and transformation of our CNMI Budget by eliminating time consuming spreadsheets. The Questica Budget Software is designed to streamline the budgeting process (planning, management, reporting, and sharing) for public sector entities. Fiscal Year 2019 was the first budget submission using Questica and its successful implementation of this Service as a Software allowed us to submit our budget ahead of the April 1 deadline. OMB will continue to use Questica until such time that the CNMI upgrades the AS400, JDEdwards Financial Management System.
- OMB embarked in a mission to build capacity by mandating positions to be filled by qualified applicants who have graduated from an accredited college or university with a Bachelor's degree in the field of finance, accounting or business management. Of the seven staff of OMB four (4) are business management majors with a concentration in accounting and one (1) with an Associate of Arts in Accounting.
- In the last two fiscal years, the OMB processed multiple allotments and reprogramming actions, including requests for personnel actions for both federal and local programs. To track our performance measures, we created a daily log for all incoming requests and the volume of requests as illustrated in the table below. This tool used by OMB helps us to track documents that we received, when they were processed and when and who picked up the documents. OMB's main goal is to ensure all requests submitted are processed within three days that is reached our office.

Allotments and RFPA Actions					
Fiscal Year	Allotment Actions	Total Federal Allotments in \$	Reprogram Actions	RFPA Processed	
				Federal	Local/Other
2019	488	\$270,302,501.45	826	1,550	2,903
2020	545	\$383,673,118.53	1264	2,429	2,141

- In August 2020, five of the OMB staff joined the APIPA 2020 virtual conference with the ability to earn up to 10 certificates, all of which relate to upgrading our financial management skills while on the job training during a pandemic environment.
- Besides our normal duties as OMB, we also support multiple programs as a result of the disaster. During the month of September, OMB met with all subrecipients of Mangkhut and Yutu to provide assistance on the best approach to effectively implement the projects that were awarded by FEMA for the repair or replacement of damage public facilities and their contents.
- OMB was challenged in the last fiscal year with the shutdown resulting from the pandemic, our budget submissions in April and July, and the introduction, passage, and disapproval of S.B. 21-33 to permanently place OMB under the Department of Finance amongst other issues. We prevailed because of the administration's support together with the members who voted to keep OMB under the umbrella of the administration.



Photos taken after the completion of APIPA