



ABOUT US



Department of Finance
2024 Citizen Centric Report
(CCR)

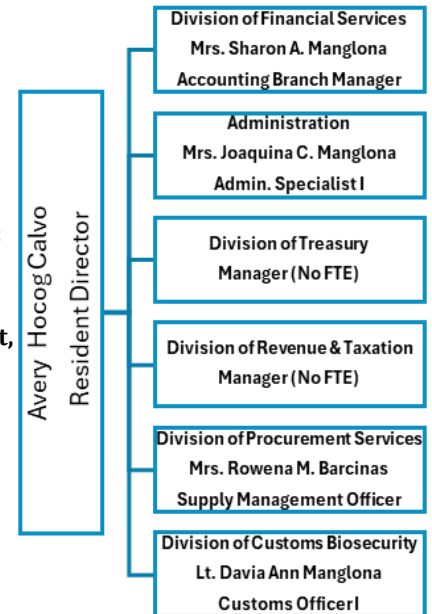
The Department of Finance in the municipality of Rota is dedicated to upholding public trust and exemplifying good governance as mandated by the Commonwealth Code Title 1, Chapter 11, subsection §2551. We are committed to serving our community, including taxpayers, government agencies, the business sector, and the overall economy, through transparent collection and accounting practices in accordance with CNMI statutes. Our responsibilities include:

- Enforcing CNMI tax laws & regulations
- Ensuring accountability for government assets
- Meeting all reporting requirements diligently
- Budget Management, Fund Certification & Reconciliation
- Border Security & Biosecurity

To achieve our mission, we focus on the following priority goals:

1. **Strengthen Public Accountability:** Enhance our financial management practices to ensure transparency and foster trust among the community and stakeholders.
2. **Ensure Fair and Consistent Law Enforcement:** Uniformly enforce CNMI laws through education, compliance, and both administrative and criminal enforcement, ensuring fairness and equity in all operations.
3. **Optimize Resource Management:** Strive for excellence in managing public resources, promoting efficiency, and maximizing the benefits to our community.
4. **Optimize Revenue Generation:** Implement innovative strategies to improve tax collection and revenue streams, fostering sustainable economic growth.
5. **Streamline Procurement Processes:** Enhance procurement efficiency to maximize resources and ensure timely delivery of services and goods.

Through these strategic objectives, we reaffirm our commitment to serving Rota with integrity and professionalism, ensuring that our operations align with the highest standards of governance



Department of Finance

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WORKFOCE DEMOGRAPHICS

26 Personnel Working in the Department

25 Civil Service Employees with 2 vacancies

- ◆ 1 FTE Saipan Division of Revenue & Taxation Agent stationed in Rota
- ◆ 100% Female dominated Management positions
- ◆ 48% (12) Females workforce
- ◆ 52% (14) Males
- ◆ 85% have over 10 years of commitment to the department

New Implements & Upgrades

Financial Management Information Systems (FMIS):

- New Computers customized for DOF FMIS
- MUNIS launched in October 2001
- Asset Management launched in October 2001
- RMIS launched in February 2024

Cyber Security:

- Remote Access & Monitoring by Cybersecurity Team
- Closed Circuit 24 Hours Monitored & Recorded Surveillance
- Gatekeeping for FMIS

Enforcement:

- K9 Program
- Multiagency Drug Taskforce
- Biosecurity Export Quality Control Program
- Multiagency Revenue En-



Division of Customs Biosecurity:

The Division of Customs Biosecurity is responsible for the facilitation trade and travel, collection of revenue (excise tax), and safeguarding the CNMI's borders by enforcing all applicable laws at the ports of entry. The following data highlights seizures performed and permits issued:

✈️ Airport Data:	🚢 Seaport Data:	🦠 Biosecurity Data:
<ul style="list-style-type: none"> • Int. Flights– 832 • Int. Passengers-1,828 • Int. Cargo Weights <ul style="list-style-type: none"> ◇ Export- 226,887 lbs. ◇ Import– 675,711 lbs. <ul style="list-style-type: none"> ◆ US Mail– 287,923 lbs. • Domestic Flights– 1354 • Domestic Cargo Weights <ul style="list-style-type: none"> ◇ Export– 19,723 lbs. ◇ Import– 1617 lbs. 	<ul style="list-style-type: none"> • 251 Vessels, 4 Tankers • Int. Cargo Weights <ul style="list-style-type: none"> ◇ Export– 148,379 lbs. ◇ Import– 19,938,569 lbs. • Non Aviation Fuel– 269,303 lbs. • Diesel Fuel– 674,940 lbs. • Vehicles– 15 	<ul style="list-style-type: none"> • 595,605 lbs. of Inspected Bioproducts • Prohibited Items– 2 • Phytosanitary Permits Issued– 22 • Origin Permits Issued– 11

Division of Revenue and Taxation:

The Division of Revenue and Taxation's mission is to seek out new and innovative ways to provide taxpayers with top-quality service by helping meet their tax responsibilities and licensing requirements and enforce CNMI law with integrity and fairness to all.

- Business Licenses Processed– 270
- Tax Clearances Issued– 87
- Temporary Business Licenses Processed– 3



Division of Financial Services:

The Division of Financial Services is responsible for the administration of all accounting transactions and financial records in matters pertaining to Payroll, Travel, Accounts Payable, Operations and Reconciliation for the CNMI Government.

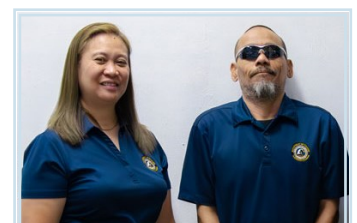
- Locally Funded Payroll Processed: 546
- Purchase Requestions Processed: 271



Division of Procurement Services:

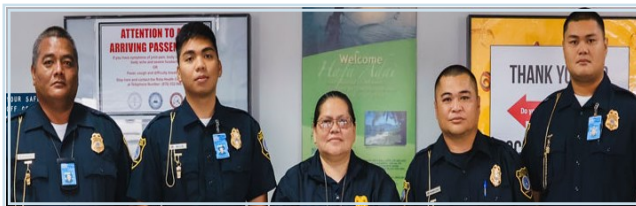
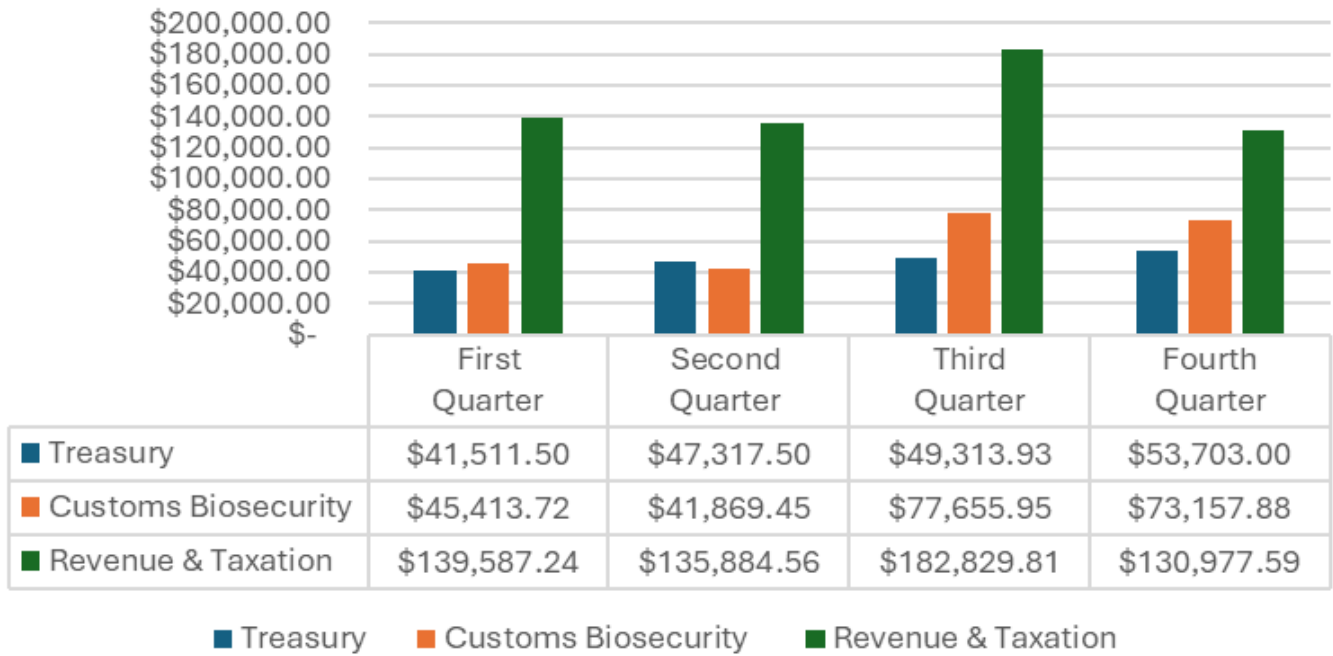
The Division of Procurement Services is responsible for the general supervision and accountability of the requisitions, provision of government assets and contracts needed by the government to provide public services across departments and agencies within the CNMI government. The following data reflects the total documents facilitated by the division:

- Requisitions & Orders– 728
- Total Amount- \$291,908.91
- Pending Receiving Report- \$ 51,27.54
- FY24 Asset Inventory– not available



REVENUE COLLECTIONS

FY2024 Rota Department Revenue Collection



“Tax is not a four-letter word; rather, it’s the price we pay for the country we want.” -Alex Himelfarb

BUDGET & EXPENSES

		Financial Services	Procurement Services	Revenue & Taxation	Customs Biosecurity
Personnel:	Budgeted	\$ 127,790.66	\$ 58,308.92	\$ 80,910.14	\$ 390,602.36
	Expenses	\$ 133,486.34	\$ 70,445.54	\$ 88,306.12	\$ 398,532.73
		\$ (5,695.68)	\$ (12,136.62)	\$ (7,395.98)	\$ (7,930.37)
Operations:	Budgeted	\$ 1,313.16	\$ 599.80	\$ 831.72	\$ 11,379.54
	Expenses	\$ 1,291.08	\$ 1,864.12	\$ 817.40	\$ 10,947.16
		\$ 22.08	\$ (1,264.32)	\$ 14.32	\$ 432.38

Operations budgeted was only for OPA fees for all division accounts. Surplus in accounts allowed for one month office rental payment, travel for Customs Academy participation, fuel, and vehicle maintenance.

Special Appreciation

- Office of the Governor
- Office of the Lt. Governor
- Rota Mayor's Office
- Rota Delegation
- Department of Fire & EMS
- Department of Labor
- Homeland Security
- Department of Public Safety
- Department of Public Works
- Department of Commerce
- Northern Marianas College
- Joeten Ace Hardware

Special points of interest

- **Drug Taskforce**— Customs Inspector David Ogo & Rayleen Cabrera represents the department in the Drug Taskforce and stays vigilant in his duties protecting our ports of entry from drugs entering our island. Customs Inspector Alvin King, Jr. was the Detector Dog Handler with his K9 companion Koni.
- **Outreach Education**— Divisions of Customs Biosecurity, Revenue & Taxation, and Procurement Services provide informational services into our community & government departments.
- **Community Investment**— Division of Revenue and Taxation holds an annual tax preparation for eligible Seniors who are registered with the Office of the Aging.
- **Revenue Enforcement**— Division of Revenue & Taxation's Branch of Revenue Enforcement has been conducting outreach education and active surveillance on businesses, ports of entries, and during community events.

Areas of Focus for 2025

- Agricultural exports have been on the rise, as shown in the table below. To ensure that the quality standards for export are worthy of Rota's great history as an exporter, the Division of Customs Biosecurity has invested in the implementation of its Quality Control Program where permits are issued. We will be certifying Biosecurity Inspectors in the next few months and a facility for inspection will be located at Aquaponics office in Sinapalo by December of this year. We are also looking forward to hiring of new Inspectors by FY2026.

Top 3 Products by Weight (lbs.)			
Import to Rota		Export from Rota	
Eggs	21,102	Sweet Potato	129,687
Banana	3,165	Banana	40,715
Onions	9,467	Watermelon	86,025

- A new installation of the Maritime Unit for the Division of Customs Biosecurity will unveil by the end of the FY25 for Stop and Board of vessel inspections.
- New K9 unit will be in full operations by FY26.
- Focus and infuse more training and professional development to increase employee satisfaction and improve morale.
- Production of our five (5) year of data publication will be completed by October 2025 and published by January 2026.

Challenges and Solutions

- Austerity measures has made cuts to the department budget to return accounts to fiscally responsible levels. Despite that fact, operations and services still continue at the same level of standard. Investment in grant writing has become one of the priorities of the department moving forward.
- Closing the fiscal year within budget has been challenging because of the cuts to ongoing operations and employee benefits. FY25 needs to be realistic to fund essential operations and required personnel obligations. It impacts morale, retention and production levels.
- With cuts to Personnel budgets, we are experiencing a new level of turnovers and resignations. Personnel are leaving Rota to seek work in the U.S. Mainland. Finance has been preparing for such situations since Covid-19 Pandemic to address absenteeism due to Covid measures and sick leave. All staff are cross trained to perform the operational related duties between positions without compromising integrity of operations and with audit points in place.
- Finance has had to relocate twice in FY24 due to cuts in Operational budgets. This has caused issues with our cybersecurity and access to our Financial Management Systems. We are anticipating a permanent location at the Superior Courthouse by December 2024 to address these issues.
- Export Quality Control Program by Customs Biosecurity was implemented to address poor quality of agricultural products from Rota.
- FY21 Office of Public Auditor conducted an audit on our department's operations that resulted in four audit findings as indicated in Report No. 21-06 Audit of Cash on Tinian and Rota in December of 2021 and August 04, 2023, No. 23-02 Audit of Collection. Issues have been resolved and policies have been created for efficiency.

Reflection

Fiscal accountability and operational accountability became the two virtues we had to stand on to make it through Fiscal Year 2024. Being resilient has always been a part of our culture, and we pushed the envelope of how much the employees of this great department invests into public service by ensuring that we maintained the same level of services regardless of our budgetary constraints.

Moving forward with progress, economic infusion, and development can be expected from the increase in interisland and international flights, completion timetables of Capitol Improvement Projects, increase in foreign investments interest, and re-establishing relationships with Japan and South Korea.

OUR FUNDAMENTAL PRINCIPLES:

Accountability



Innovation



Transparency



Professional Development

