



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

October 5, 2023

GENERAL MEMORANDUM NO. 263 – 23

To: Treasurer; Budget Director; and Director of Port Administration
From: Governor of American Samoa
Subject: Monthly Meeting on Budget Analysis and Revenue Collections


It is important to the function of good government that the revenue collections and budget expenditures are monitored closely throughout the fiscal year. As we have just entered a new fiscal year, I am instituting a new standing monthly meeting with the Treasurer, Budget Director, Director of Port Administration, Tax Manager, and Chief of Customs on the second Thursday of each month at 9:00 a.m. This monthly meeting is essential to review revenue collections and assess budget expenditures for the prior month and the year to date.

Prior to this meeting I ask that the following reports be provided to my office at least 48 hours prior to the meeting each month.

From Treasury: A report on revenue collection to include (a) amounts collected in the prior month, (b) amounts collected year to date, (c) an analysis of revenue collection performance as compared to the prior year both monthly and year to date, and (d) an analysis of revenue collection performance when compared the current budget year revenue projections.

From Budget: A report on budget expenditures to include (a) amounts approved for expenditure in the prior month, (b) amounts approved for expenditure year to date, (c) an analysis of budget expenditure as compared to the prior year both monthly and year to date, and (d) an analysis of budget expenditures compared to the current appropriated budget.

Your assistance and cooperation are appreciated.


LEMANU P. S. MAUGA
Governor