

DEPARTMENT OF FINANCE



FY 2024 CITIZEN CENTRIC REPORT

VISION

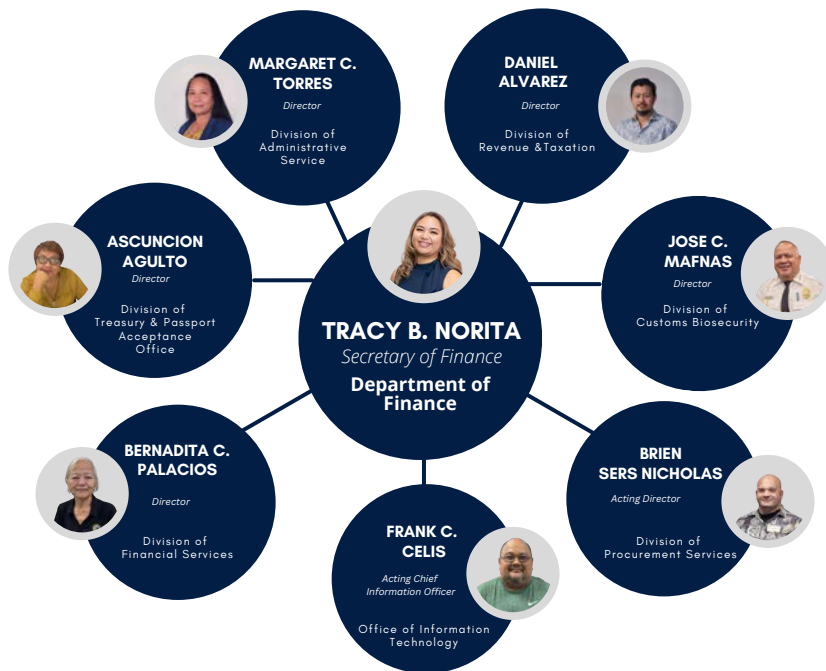
Commitment to excellence in managing the financial resources of the government to benefit the people of the Commonwealth of the Northern Mariana Islands.

MISSION

To continue to seek out new and innovative ways to effectively administer the financial needs and requirements of the CNMI government:

- *Collect, deposit, disburse, manage, and account for public funds in accordance with the CNMI Statutes.*
- *Enforce CNMI Tax Laws, other applicable laws, and customs regulations by encouraging voluntary compliance or, as needed by enforcement.*
- *Exercise general supervision and accountability of government asset, and provide resources needed by the accomplishment of their mission.*

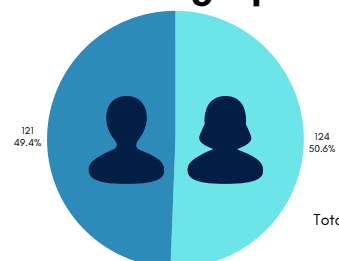
Our Leadership



Our Contact Information

Office of the Secretary	(670) 664-1100 info@dof.gov.mp
CNMI Treasury	(670) 664-1300 cnmitreasury@dof.gov.mp
Customs Biosecurity	(670) 664-1610/20 cnmicustoms@dof.gov.mp
Financial Services	(670) 322-1201/2 financeaccounting@dof.gov.mp
Information Technology	(670) 322-1403/18/19 oitenterprise@dof.gov.mp
Procurement Services	(670) 664-1500 procurement@dof.gov.mp
Revenue & Taxation	(670) 664-1040 revtaxinfo@dof.gov.mp

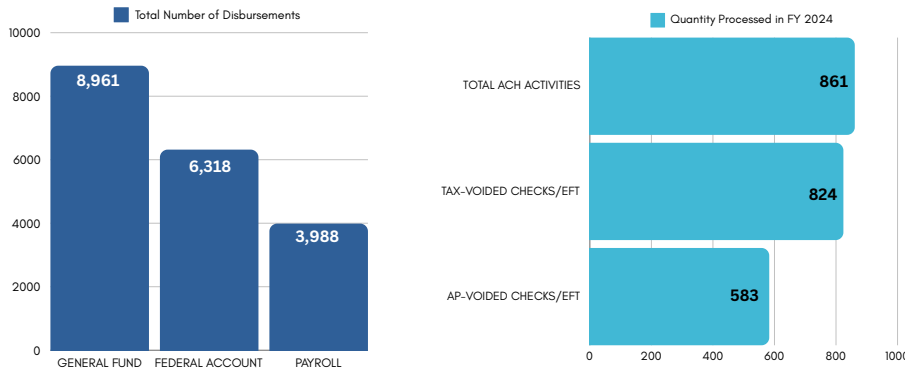
Our Demographics



WHAT WE'VE ACCOMPLISHED

DIVISION OF CNMI TREASURY AND PASSPORT

The Division of CNMI Treasury is responsible for the receiving and safekeeping of all revenues received by the CNMI Government. Its mission is to pursue effective revenue enhancement programs to monitor, control, audit, and invest government funds. This division also receives US Passport applications (adult and minor).

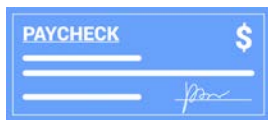


2929
Adult and minor
passport applications
accepted and
processed

TOTAL PAPER CHECKS PROCESSED: 46,660
(INCLUSIVE OF GENERAL, FEDERAL, & TAX)

DIVISION OF FINANCIAL SERVICES

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



2,500
Payroll processed (federally funded, locally funded, special accounts and others)



3,770
Travel Claims
Reimbursed
/Closed

DIVISION OF PROCUREMENT SERVICES

The Division of Procurement Services is responsible for the general supervision and accountability of the requisition and provision of government assets and contracts needed by the government to provide public services across departments and agencies within the CNMI government.

9,391
Purchase Orders
Processed

1,733
Contracts
Processed

430
PO Change Orders
Processed

420
Contracts
Ratified

922
Purchase Orders
Rejected

198
Invitation to Bid &
Request for Proposals



46
Organizations have
submitted their Fixed
Asset Inventory
Reconciliation listing

WHAT WE'VE ACCOMPLISHED

DIVISION OF CUSTOMS BIOSECURITY

The Division of Customs Biosecurity is responsible for facilitating trade and travel, collecting revenue (excise tax), and safeguarding the CNMI's borders by enforcing all applicable laws at the ports of entry.



TOTAL NUMBER OF VESSELS: 499

Total Number of Containers: **6,990**
 Total Number of Loose Cargo: **189,721**
 Total Number of Vehicles: **951**
 Total Cargo Weight: **476,366,42**

CONTROLLED SUBSTANCES

Crystal Methamphetamines,
192.1 grams

COUNTERFEIT

Purses, Bags, Wallets, etc.
24 pieces

UNDECLARED

Food stuff, **43 boxes** Cigarettes, **37 cartons** Vape Products, **360 pieces**



TOTAL NUMBER OF FLIGHTS: 3,966

Total Number of Passengers: **268,396**
 Total Number of Crew: **15,905**
 Total Cargo Weight: **5,406,501**

AGRICULTURAL CONFISCATIONS

- Live Plants, **39** pounds
- Meat, **786** pounds
- Meat-By-Products, **370** pounds
- Soil, **231** pounds
- Animal Feed, **58** pounds
- Fruits & Vegetables, **130** pounds



TOTAL PLANT PERMITS ISSUED: 64

Total Plant Permits Received: **593**
 Total Plant Permits (single) Issued: **99**
 Total Plant Permits (multiple) Issued: **144**
 Phytosanitary Certificates Issued: **255**
 Departmental Permits Issued: **4**



TOTAL INCIDENTS RELATED TO INVASIVE SPECIES: 15

Identified species:

Spiders, Moths, Crickets, Cockroach, Worm, Snail

DIVISION OF REVENUE AND TAXATION

The Division of Revenue and Taxation is responsible for seeking new and innovative ways to provide taxpayers with top-quality service by helping meet their tax responsibilities and licensing requirements and enforce CNMI tax laws with integrity and fairness to all.



22,912
Tax Returns Processed

\$9,396,086.31
Refunds Issued



5,277
Business Licenses Issued

173
E-Gaming Machine
Licenses Issued

Additional Child Tax Credit -
\$ 9,724,408.99

American Opportunity Tax Credit -
\$ 404,016.52

Earned Income Tax Credit -
\$ 22,584,899.00



70
Liens filed

\$ 616,215.47
Collected from **15**
Completed Audits

WHAT WE'VE ACCOMPLISHED

OFFICE OF INFORMATION TECHNOLOGY

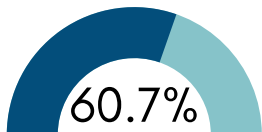
The Office of Information Technology is responsible for procuring, creating, implementing, managing, maintaining, and supporting CNMI Executive Branch IT infrastructure, assets, software, and security to enable a modern, secure, and reliable platform for the daily work activities of CNMI Government employees.



3,840 Support Tickets Processed

OFFICE OF THE SECRETARY

The Office of the Secretary is responsible for providing financial data to the Governor, legislature and departments, agencies and instrumentalities of the Commonwealth, and to conduct all related financial management activities of the Commonwealth other than the preparation of the budget of the Commonwealth and post-audit functions.



or **150** DOF Employees
Received Training

(Average of 23.76 Hours Per Employee)



Total RFP's Processed, **7594**

Total Correspondences Received, **1950**

Total Contracts Processed, **820**



217

Fund Certifications
Processed

On August 15, 2024, the department successfully completed the audit of the financial statements of the CNMI for the fiscal year 2021, in accordance with the audit guidelines contained in the *Government Audit Standards*. All divisions continue to complete prior year audit statements as well as take pro-active steps in current fiscal year to be audit ready for future fiscal years.

The Division of **CNMI Treasury** successfully merged with the Passport Acceptance Facility, undertaking additional responsibilities and has managed to consistently conduct interisland passport acceptance operations. The Passport section has undergone and completed the Acceptance Facility's annual recertification.

CNMI Treasury successfully completed its cross-training of all employees, inclusive of interns, to ensure unhindered operations. Improving their efficiency and improving accessibility, the division created a digitized filing system.

To improve compliance with Procurement regulations, the Division of **Procurement Services** held an outreach event on May 29 & 30, 2024 explaining the do's and don'ts of requisitions, purchase orders, contract processing and much more.

The Division of **Financial Services** continues to assist vendor inquiries and requests related to vendor registration, payments, and other matters.

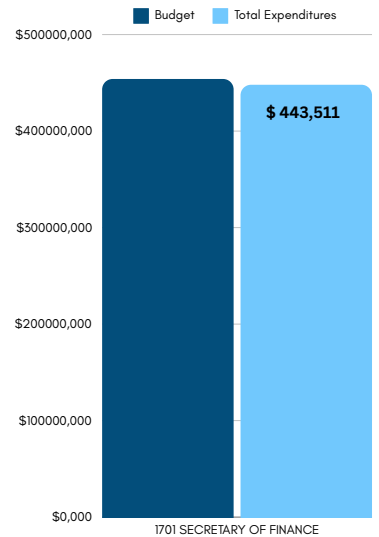
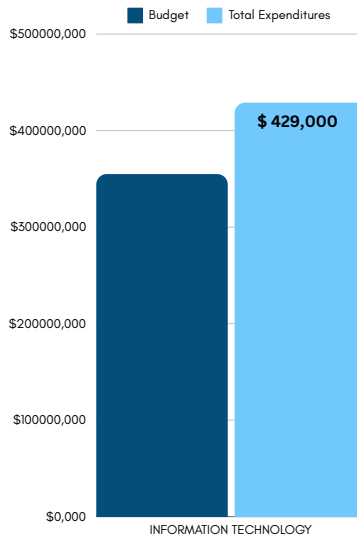
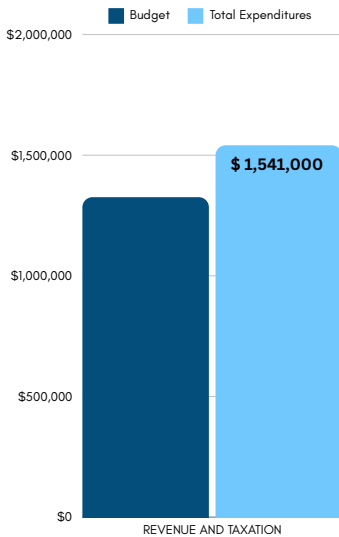
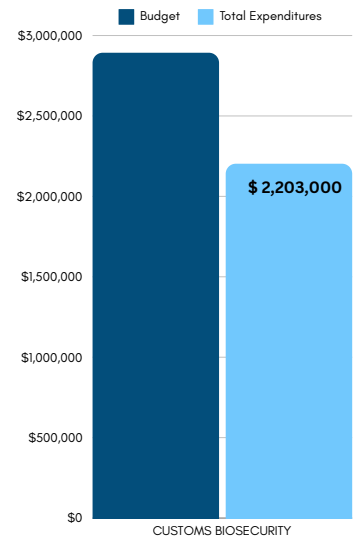
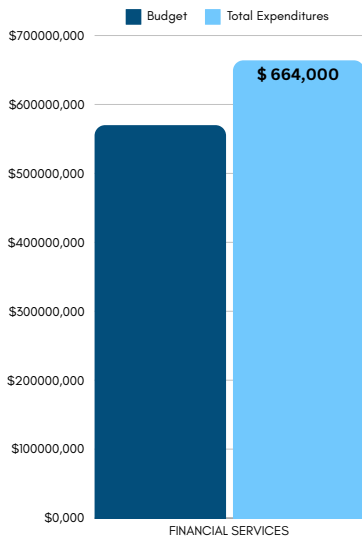
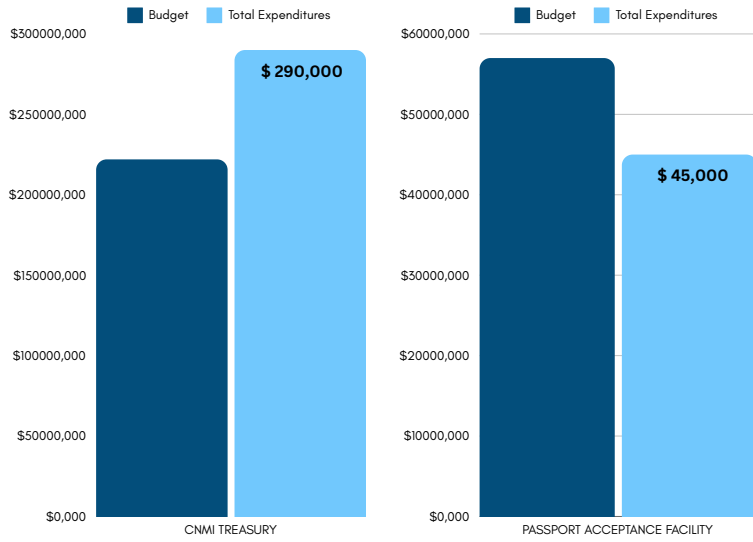
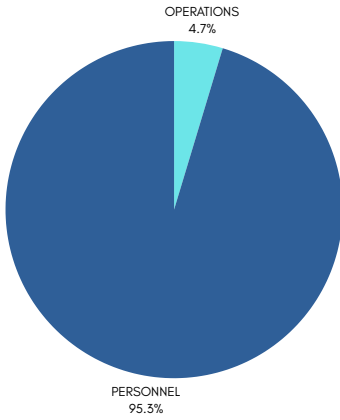
The Division of **Revenue and Taxation** will upgrade its revenue management and information system (RMIS), a critical infrastructure component for effective tax administration, including tax collection, compliance monitoring, and reporting. Deep testing was performed throughout the fiscal year (beyond verifying functionality and resilience against various scenarios) with a live date targeted in 3rd quarter, FY2025.

The Division of **Customs Biosecurity** (CBS), strengthened their focus on generating essential revenue by diligently collecting excise taxes, particularly on highly taxable items such as tobacco, alcohol, and fuel. Enhancing border security and protecting the environment, CBS established an Invasive Species Unit to prevent any type of invasive species from entering via ports of entry on Saipan, Tinian and Rota. It is imperative that invasive species are detected and stopped before they can establish themselves and cause damage to our lands, ecosystems and agriculture.

OUR FINANCIALS

All figures are rounded to the nearest thousandth

FY 2024 Department of Finance Operations and Personnel Expenditures



FUTURE OUTLOOK: 3 PILLARS OF GOVERNANCE

OUR PILLARS OF GOVERNANCE, OUR GUIDE TO EXCELLENCE
Helping all divisions strive for excellence, we use the pillars of systems, service and capacity to guide our daily work.

SYSTEMS.

Fully functional Financial Management Information Systems (FMIS) – FMIS is essential for economic stability and improving fiscal efficiency and transparency.

Maximum Utilization – More online systems have yet to be launched, and we look forward to streamlining what were once menial and cumbersome tasks to utilizing Munis, which will allow for comprehensive analysis, monitoring, and reporting.

Promote Cybersecurity – Cybersecurity is vital to us at the department and individually, as our life and livelihood is connected to computers and the internet.

SERVICE.

Promote professional customer service – Each of us at the department is a public servant, thereby, we are obligated to perform our jobs while treating our customers, CNMI taxpayers, professionally at all times.

Responsive external communications – Our rapport with external stakeholders, either as individuals, businesses or other government organizations, is equally important to providing the information that is requested.

Progress with efficiency – As we deliver the critical services of our department, we are moving in the direction of progress and reducing waste in time, money and other resources.

CAPACITY.

Employee experience & engagement – The morale and work experience of employees critically impacts the delivery of the first two pillars of systems and service.

Leadership & skills training – The focus on leadership and skills training is not only an opportunity for career growth and development in the department, but personally as well.

Internship Opportunities – Our department aims to attract more individuals into the finance workforce by offering internships with each division. The hands-on approach will bring in fresh perspectives, enhance supervisory skills of our staff, creates visibility and accountability for our department and ultimately, increase productivity.