



FY 2025

# CITIZEN CENTRIC REPORT

DEPARTMENT  
OF  
FINANCE

# OUR TEAM

## OUR VISION

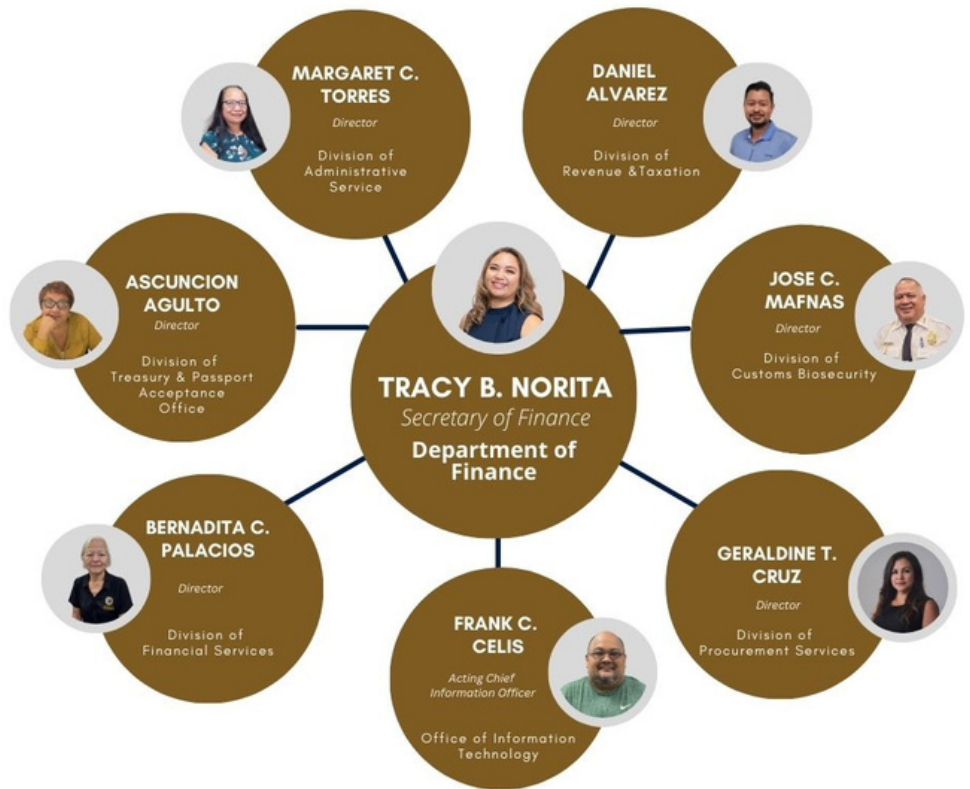
Commitment to excellence in managing the financial resources of the government to benefit the people of the Commonwealth of the Northern Mariana Islands.

## OUR MISSION

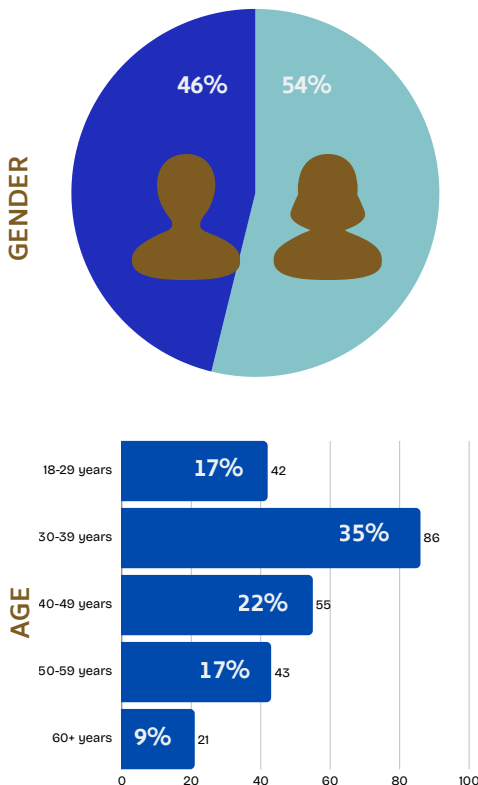
To continue to seek out new and innovative ways to effectively administer the financial needs and requirements of the CNMI government:

- 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 DEMOGRAPHICS



## OUR CONTACT INFORMATION

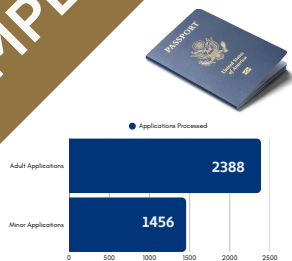
|                         |                                                  |
|-------------------------|--------------------------------------------------|
| Office of the Secretary | (670) 664-1100<br>info@dof.gov.mp                |
| CNMI Treasury           | (670) 664-1300<br>cnmitreasury@dof.gov.mp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



# OUR ACCOMPLISHMENTS

## 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).



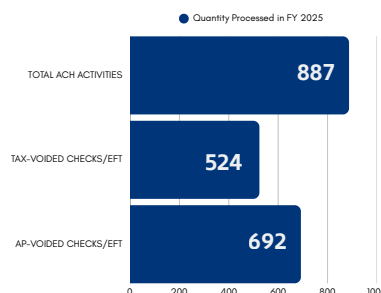
**3,844**

Total passport applications accepted and processed

**General Fund Disbursements**  
**13,971**

**Federal Fund Disbursements**  
**8,603**

**Tax Refund Disbursements**  
**34,539**



## 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 Bank Reconciliation for the CNMI Government.

### 993 Processed Reports for SF425

The SF-425 form is utilized by grant recipients to submit reports on their financial progress regarding federal grants (cash receipts, disbursements, etc.)

### 76% Bank Reconciliation of FY25 Accounts

The team has also completed 100% bank reconciliation for checking, savings and other accounts for FY 2023 and FY 2024 during this fiscal year.

### 76,000 Total Payroll

Over **2,600** paychecks processed bi-weekly (federally funded, locally funded, special accounts and others)

### 2,035 Total Travel Records/Claims

Total Cash Advanced **\$1,692,359.37**

Total Overpayment **\$ 354,014.13**

Overpayment Collected **\$1,692,359.37**

## 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.

### Support Tickets Successfully Closed/Processed

The JitBit ticketing system was implemented on July 14, 2025. Since then, OIT received **910 tickets**. The average time spent to troubleshoot various tickets is 2 hours.



## 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.

Total Purchase Orders Processed **9591**

PO Change Orders Processed **589**

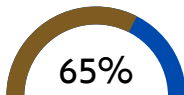
Purchase Orders Rejected **852**

Invitation to Bid (ITBs) processed **139**

Contracts Processed **263**

Contracts Ratified **329**

Request for Proposals (RFP) processed **055**



**92 of 141** Organizations have successfully Reconciled their Asset Inventory Listing

# OUR ACCOMPLISHMENTS

## 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.

Tax Returns Processed **19,344**

Refunds Issued **\$ 10,869,120.36**

Child Tax Credit Issued **\$ 10,284,677.89**

**\$1,147,384.07**  
Collected from **21 Audits**

Business Licenses Issued

**6625**

e-Gaming Machine Licenses Issued

**54**

Poker Licenses Issued

**397**

## 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: 589

Total Number of Containers: **6,332**  
Total Number of Loose Cargo: **68,821**  
Total Cargo Weight: **525,385,261**

### TOTAL NUMBER OF FLIGHTS: 3,708

Total Number of Passengers: **199,476**  
Total Number of Crew: **12,722**  
Total Cargo Weight: **4,404,335**

### UNDECLARED ITEMS:

Cigarette , **20** cartons  
Cigarette (non-compliant) , **60** cartons  
Miscellaneous items, **13** pieces

### TOTAL INCIDENTS RELATED TO INVASIVE SPECIES: 35

### TOTAL PLANT PERMITS ISSUED: 473

Total Plant Permits (single) Issued: **41**  
Total Plant Permits (multiple) Issued: **82**  
Phytosanitary Certificates Issued: **247**  
Certificate of Origin: **99**  
Departmental Permit: **4**

### AGRICULTURAL CONFISCATIONS

Meat products, **207**  
Fruits & Vegetable Products, **131**  
Soil, **68**

### PORT SEIZURES:

Crystal Methamphetamines, **1,986** grams  
THC Crystals, **454** grams

## 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.

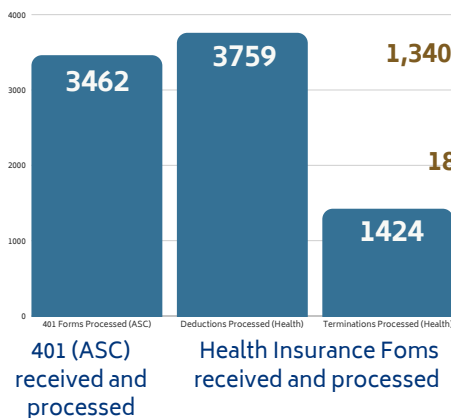
**32**

Training Events were completed

**23.7%**

**57**

DOF Employees Received Training



**112** Total Fund Certifications

**4,658** Total RFPA's Processed

**1,340** Total Correspondences Received

**622** Total Contracts Processed

**2** Proposed Regulations

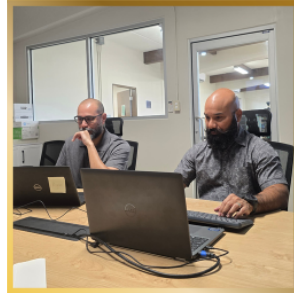
**18** Open Government Act Requests

**54** Overtime Requests

**10** Court Orders

**297**

Life Insurance Applications received and processed



P O BOX 5234 CHRB SAIPAN MP 96950

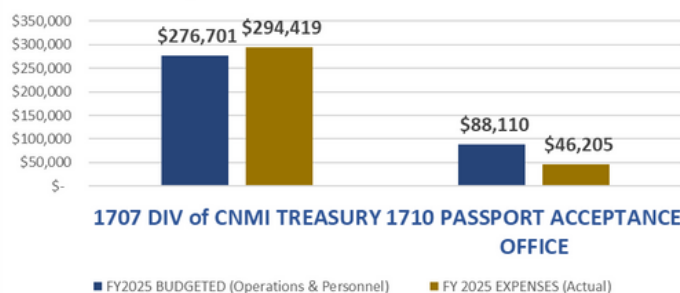
INFO@DOF.GOV.MP (670) 664-1100

WWW.FINANCE.GOV.MP

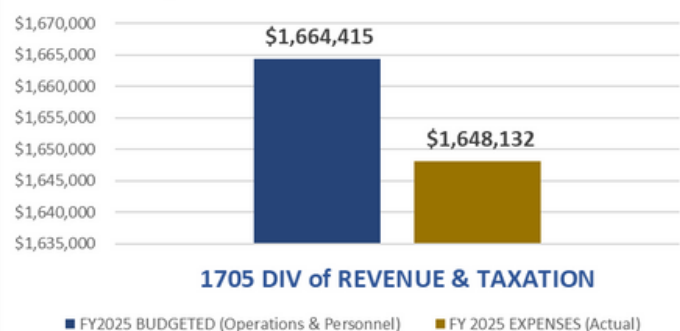
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# OUR FINANCIALS

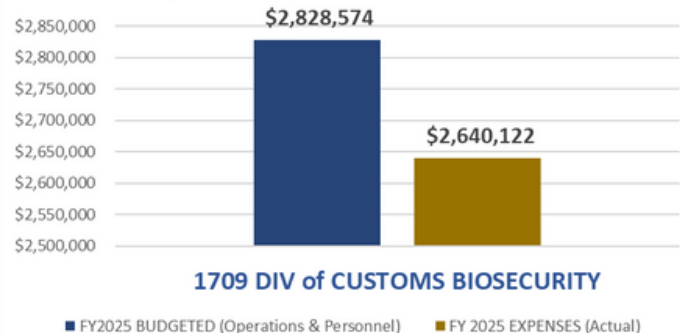
FY 2025 Budget vs Actual  
Operations and Personnel Financials



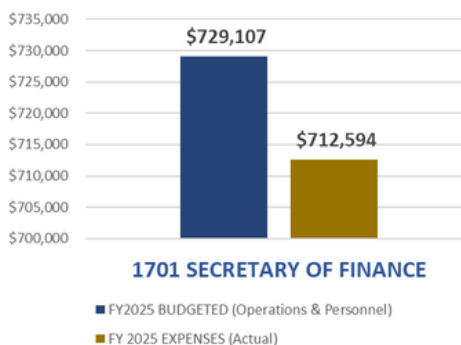
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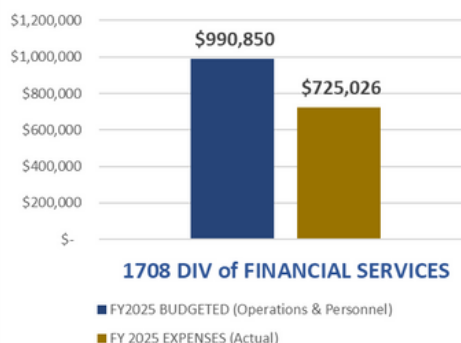
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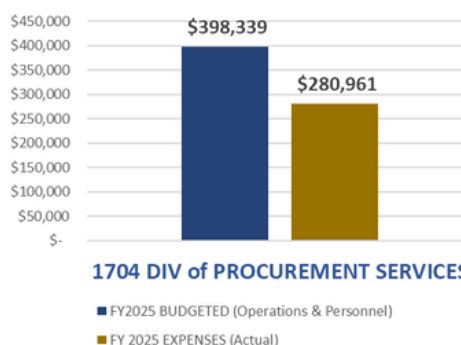
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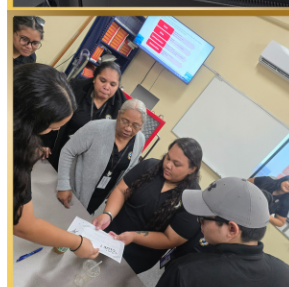
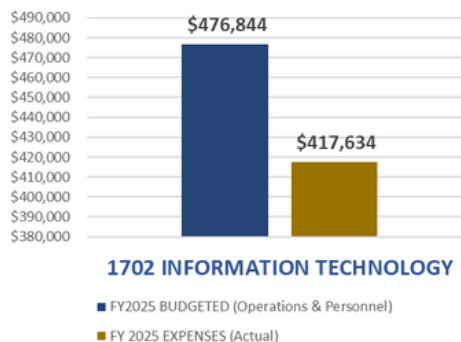
FY 2025 Budget vs Actual  
Operations and Personnel Financials



FY 2025 Budget vs Actual  
Operations and Personnel Financials



FY 2025 Budget vs Actual  
Operations and Personnel Financials



## OUR FUTURE OUTLOOK

- **POLICY and PROCEDURES.**
  - 15 out of 18 action plans were successfully completed this fiscal year. They are: DOF Fiscal Year-End Closing Policy & Procedures, Debt Management Policy, Encumbrance Policies & Procedures, GASB 87 Policies & Procedures, Employee Travel Policies and Procedures, Federal Grant Drawdown Procedures, Cash Management Policies & Procedures, Internal Control for Federal Grants Management Manual, Subrecipient Monitoring Policies & Procedures, and GHLI Procedures. The remaining SOPs will be completed in FY2026.
- **FINANCIAL MANAGEMENT INFORMATION SYSTEMS (FMIS)**
  - DRT successfully implemented the new Revenue Management Information System (RMIS) this year. The government will soon realize cost savings through automation and equipment maintenance, improved taxpayer services through online portals, and increases in voluntary compliance, reducing error rates from 26% to 4%.
- **AUTOMATED SYSTEM FOR CUSTOMS DATA (ASYCUDA)**
  - In partnership with NMC CREES, Customs Biosecurity is exploring the implementation of the ASYCUDA system. The system is a program tailored for customs operations, which includes the harmonized codes for imported goods, a single-window program, valuation, and other relevant functions, thereby increasing revenue collections.
- **CYBERSECURITY**
  - Office of Information Technology successfully secures the central government by installing Fortinet routers at departments to enhance security threats and insider attacks. Through the installation of Sentinel one, and implementation of the Multi-Factor Authentication (MFA) OIT is able to defend the Department of Finance's networks and computers against cyber attacks and better protect users.
  - OIT aims to secure and standardize CNMI government websites to adhere to US Web Design Standards, using the recognized domain CNMI.GOV.



## SERVICE.

- **PASSPORT RECERTIFICATION**
  - The Passport acceptance facility successfully passed its annual program inspection conducted by the Department of State. Additionally, all agents passed the annual recertification to continue application acceptance, serving our islands of Rota, Tinian and Saipan.
- **HEALTH INSURANCE**
  - With increasing costs of medical services and the growing demand for lower premiums and deductibles, providing quality health plans that also includes preventive and chronic disease management service is challenging. Austerity measures for government employees will also impact employees ability to opt in for life insurance and 401K.

## PEOPLE.

- **TRAINING AND DEVELOPMENT**
  - In Fiscal Year 2025, the Department of Finance delivered and or facilitated a total of 32 training events for its personnel.
  - Our department remains committed to enhancing workforce capabilities by implementing virtual training initiatives and accredited continuing education programs. These efforts are designed to promote operational excellence and reinforce the department's dedication to capacity building within the public sector.
- **EMPLOYEE ENGAGEMENT**
  - 62% of DOF personnel completed the annual Employee Engagement Survey this year. 98% of the respondents agreed that "they personally contribute to the Department's successes."
  - The implementation of austerity measures is expected to negatively impact employee morale and overall workforce engagement. Despite these challenges, personnel remain committed to delivering high-quality public service and upholding professional standards.
- **TALENT RETENTION**
  - Talent retention continues to be a critical concern for the Department. Current staffing levels do not align with the actual volume of work, resulting in a workforce that is both overextended and insufficiently compensated. DOF aims to address this ongoing challenge in FY26.
- **SUCCESSION PLANNING**
  - In Fiscal Year 2026, EEDS will formalize departmental mentoring programs aimed at supporting operational continuity and improving overall efficiency. These initiatives are intended to facilitate the transfer of institutional knowledge upon employee retirement and to cultivate the next generation of leadership within the Department.
- **HR HUB**
  - The EEDS aims to cultivate a network of government employees whose primary responsibilities focus on human resource functions. These individuals are dedicated to fostering a harmonious work environment and strengthening collaboration among government professionals.

