

Memo



To: MCSF Designated Representatives
Cc: MCSF Design Team
From: Jason Aubuchon, Program Manager
Date: 1/28/2011
Re: Plan to Proceed with MCSF Award Expenditure, Subject to No Objections

Proposed MCSF Award Expenditure: Paying Filing Fees and Invoice for Expenses Related to MCSF as Exempt under Section 501(c)(3) of US IRS Code

In accordance with the MCSF Award Expenditure Protocols developed in Palau and approved in late October, 2010, the MCSF Designated Representatives are asked to review the following expenditure items in order to provide approval on a five-day, no objections basis. In the absence of any objections, the Graduate School will proceed with the proposed expenditures.

An updated budget outlining expenditures to-date is included under separate cover (inclusive of additional requests) for reference.

Item (1): Check in the amount of \$850 to “United States Treasury”

Attribution: Budget Item 2.A. Establishing Necessary Legal Protocols for the MCSF

Explanation: Filing fees to the US Internal Revenue Service in relation to establishing MCSF as exempt under Section 501(c)(3) of the tax code (enabling tax deductions for charitable donations to MCSF).

Budget: \$850

Description: Transmittal letter to IRS and evidence of completion to be provided upon filing.

Item (2): Check in the amount of \$850 to “Treasurer of Guam”

Attribution: Budget Item 2.A. Establishing Necessary Legal Protocols for the MCSF

Explanation: Filing fees to the Treasurer of Guam in relation to establishing MCSF as a Charitable entity within Guam.

Budget: \$850

Description: Receipt to be provided upon filing with Department of Revenue and Taxation.

Item (3): Check in the amount of \$2,108.34 to “Deloitte & Touche LLP”

Attribution: Budget Item 2.A. Establishing Necessary Legal Protocols for the MCSF

Explanation: Payment of Invoice for professional services provided to MCSF as described in invoice (attached).

Budget: \$2,108.34

Description: See invoice (attached) for professional services, out-of-pocket fee and GRT.

As the Program Manager for the Graduate School, recipient of the MCSF inception award, I will proceed with the above outlined commitments, subject to no objections from the MCSF Designated Representatives prior to Friday, February 4, 2010.

A handwritten signature in black ink, appearing to read "John D. Adair". The signature is fluid and cursive, with the first name "John" being the most prominent part.

Attachment: Invoice No. IN00003004 from Deloitte & Touche LLP



Remittance address:
Deloitte & Touche LLP
361 S. Marine Corps Drive
Tamuning, Guam 96913-3911
USA
Tel: +1 671 646 3884
Fax: +1 671 649 4932
Taxpayer I.D. No. 98-0047535

Invoice number: IN00003004

Date: 06/22/2010

JOB NO. : 020000 X01 3013

MICRONESIAN CENTER FOR A SUSTAINABLE FUTURE INC.

ATTN: MR. THOMAS KEELER
247 MARTYR STREET SUITE 101
HAGATNA, GU 96910

PAGE NO : 1 / 1

Description	Amount
PROFESSIONAL SERVICE RENDERED IN CONNECTION WITH THE GUAM AND IRS APPLICATION FOR RECOGNITION OF EXEMPTION UNDER SECTION 501 (c)(3) OF THE INTERNAL REVENUE CODE (FORM 1023), AND BUSINESS PRIVILEGE TAX EXEMPTION APPLICATION (FORM FCN 2-2-110).	\$1,500.00
PROFESSIONAL SERVICE RENDERED IN CONNECTION WITH THE EMPLOYER IDENTIFICATION NUMBER (FORM SS-4).	\$200.00
PROFESSIONAL SERVICE RENDERED IN CONNECTION WITH OBTAINING A BUSINESS LICENSE.	\$300.00
OUT OF POCKET EXPENSE: BUSINESS LICENSE FEE	\$25.00

BILL AMOUNT	:	\$2,025.00
GRT EQUIVALENT TOTAL	:	83.34
AMOUNT DUE	:	\$2,108.34

Amounts due may be remitted by Electronic Funds.

To: First Hawaiian Bank, Maite, Guam Branch
ABA#121301015
Account: Deloitte & Touche LLP
Acc#03-051617
By order of: INVOICE NO. IS NECESSARY FOR PROMPT APPLICATION OF PAYMENTS

May include fees and expenses from affiliated and related entities.

INTEREST IS ASSESSED AT A RATE OF 1.5% PER MONTH (APR 18.00%) ON ALL BALANCES OVER 30 DAYS OLD.

PLEASE RETURN THIS COPY WITH PAYMENT