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American Samoa Government  
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January 10, 1985

A.P. Lutali  
Governor

Faleomavaega  
Eni Hunkin Jr.  
Lt. Governor

EXECUTIVE ORDER NO. 001-85

ORGANIZATION AND FUNCTIONS OF THE OFFICE OF THE TREASURY AND  
THE DEPARTMENT OF ADMINISTRATIVE SERVICES

WHEREAS, the American Samoa Government recognizes that its financial affairs under self-government are becoming increasingly complex and are deserving of separate and distinct focus and administration. The Government further recognizes that its operational efficiency and economy requires consolidation of basic administrative support functions. This Executive Order serves these two purposes. It creates the Office of the Treasury, and defines its functions as and limits them to revenue collection, cash disbursements, financial management and related activities. It also redefines and limits the role of the Department of Administrative Services to meet other government-wide administrative requirements such as procurement and property management, archives and records management, information systems, and mail, printing and travel services.

NOW, THEREFORE, by the authority vested in me as the Governor of American Samoa by the Revised Constitution and laws of American Samoa, it is hereby ordered as follows:

I. OFFICE OF THE TREASURY

1. Establish

There is established within the executive branch of the Government the Office of the Treasury, headed by the Treasurer of American Samoa.

2. Treasurer - powers and duties

(a) Unless otherwise provided by law, the Treasurer has the powers and duties to;

- (1) collect and deposit all locally raised revenues from any source, including income taxes, excise taxes, other taxes, license fees and payments for services;

- (2) receive and deposit all funds from the federal government and any other sources;
- (3) disburse funds pursuant to authority of law;
- (4) establish and maintain the books of account of the Government;
- (5) provide and administer the financial management system of the Government;
- (6) manage trust and retirement funds and related receipts of the Government;
- (7) establish and maintain special revenue and disbursement accounts on behalf of public corporations of the Government;
- (8) provide financial data to the Governor, Legislature, departments, offices and other agencies of the Government;
- (9) conduct all related financial management, other than the preparation of the budget of the Government and post-audit functions;
- (10) conduct customs and baggage inspections and other related matters; and
- (11) engage in all other activities which may be reasonably necessary or incidental to carrying out the provisions of this order.

(b) Nothing in this section prevents departments, offices or other agencies of the Government from collecting revenues with the approval of the Treasurer. Unless otherwise provided by law, all receipts so collected shall be transmitted to the Office of the Treasury.

### 3. Uniform accounting

The Treasurer, with the concurrence of the Territorial Auditor, shall establish a uniform system of accounting. A method of accounting that meets generally accepted principles of governmental accounting must be maintained.

4. Annual financial report

Promptly after the close of each fiscal year, the Treasurer shall publish and issue a detailed report on the financial affairs of the Government for such fiscal year and submit copies to the Governor, Legislature and Territorial Auditor.

5. Bonding

The Treasurer and other Treasury officials of the Government designated by the Treasurer shall be bonded.

6. Divisions of the Office of the Treasury

- (a) There are established in the Office of Treasury the Divisions of Taxation, Finance and Technical Assistance. Each division shall be headed by an assistant treasurer.
- (b) The Division of Taxation is responsible for the collection of taxes in accordance with 11.0101 et seq. and other applicable laws and rules, and related or incidental functions.
- (c) The Division of Finance is responsible for grant and general accounting, such other accounting as may be assigned by the Treasurer, and related or incidental functions.
- (d) The Division of Technical Assistance is responsible for systems accounting, grants management, management assistance, and related or incidental functions as may be assigned by the Treasurer.
- (e) The Treasurer may establish such other divisions and sub-units of the Office of the Treasury as he determines appropriate to carry out the purposes of this Order.

7. Customs

- (a) The Director of Port Administration is directed to delegate the authority to administer the excise tax and customs laws and rules to the Treasurer.
- (b) The Treasurer shall administer the excise tax and customs laws in accordance with 11.001 and 27.1001 ASCA et seq. and other applicable laws and rules.

8. Staff

In accordance with personnel laws and rules, and subject to budgetary constraints, the Treasurer may employ staff as required to carry out the purposes of this order and shall prescribe the duties of deputies, assistants and other persons employed in the Office of the Treasury.

II. DEPARTMENT OF ADMINISTRATIVE SERVICES

1. Director - powers and duties

The Director of Administrative Services has the powers and duties of providing and carrying out the overall direction of administrative support services of the Government, including:

- (a) procurement of construction, goods and services contract administration, and property management;
- (b) archives and records management;
- (c) information systems;
- (d) inter-agency mail services;
- (e) printing services;
- (f) travel services;
- (g) other governmental administrative services; and
- (h) all other powers reasonably necessary or incidental to carrying out the provisions of this order.

2. Procurement and Property Management

- (a) The Office of Procurement remains as a Division of the Department of Administrative Services.
- (b) The Chief Procurement Officer shall administer the Government procurement, contract administration and property management systems in accordance with 12.0201 ASCA et seq. and other applicable laws and rules.

3. Information Systems

- (a) The Division of Information Systems remains with the Department of Administrative Services.
- (b) The Chief of Information Systems shall administer the Division in accordance with all applicable laws and rules.

4. General Services

- (a) There is established a Division of General Services within the Department of Administrative Services. The Division of General Services shall include mail, printing and travel services and other functions as determined appropriate.
- (b) The Chief of General Services shall administer the Division in accordance with all applicable laws and rules.

5. Records Management

- (a) The Director of Administrative Services is delegated the authority to administer the Office of Archives and Records Management.
- (b) The Director shall require the Archivist of American Samoa to administer the Office of Archives and Records Management in accordance with 4.1201 ASCA et seq. and other applicable laws and rules.

6. Staff

In accordance with personnel laws and rules, and subject to budgetary constraints, the Director of Administrative Services may employ staff as required to carry out the purposes of this order and shall prescribe the duties of deputies, assistances and other persons employed in the Department of Administrative Services.

III. EFFECTIVE DATE

This Executive Order is effective January 11, 1985.

IV. FOLLOW UP ACTION

The Director of Administrative Services and the Acting Treasurer shall be responsible for the development of appropriate legislation for their respective functions to be submitted to the Legislature of American Samoa for consideration during the upcoming regular session.

DATED: January 11, 1985.

  
A.P. LUTALI

Governor of American Samoa