

COMMITTEE ON BUDGET, APPROPRIATIONS & FINANCE
36TH LEGISLATURE OF THE VIRGIN ISLANDS

POST AUDIT DIVISION

FISCAL YEAR 2026 BUDGET ANALYSIS

Office of Veterans Affairs

June 30, 2025



COMMITTEE ON BUDGET, APPROPRIATIONS & FINANCE
36TH LEGISLATURE OF THE VIRGIN ISLANDS

POST AUDIT DIVISION

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OFFICE OF VETERANS AFFAIRS'S OVERVIEW

On March 10, 1955, the First Legislature of the Virgin Islands established the Division of Veterans Affairs within the Department of Labor through Bill No. 21, Act No. 8. The Division was later renamed the Office of Veterans Affairs and placed under the Office of the Governor by Act No. 5265, the Government Reorganization and Consolidation Act of 1987, and Executive Order No. 295-1987.

The mission of the Office of Veterans Affairs is to provide information and services related to benefits and entitlements for veterans in the Virgin Islands. This includes data collection on veterans, informing them of available benefits in employment, health, education, homeownership, and burial, and assisting with claims processing. The Office collaborates with the Community-Based Outpatient Clinic for medical care, the local hospital for emergency care and hospitalization, the local and Federal Housing Authorities for housing, and the Department of Human Services for support services to homeless veterans.

The Office advocates for Virgin Islanders who served in the military, ensuring they receive their entitled services and benefits to improve their quality of life.

OFFICE OF VETERANS AFFAIRS AT A GLANCE

During the Office's Fiscal Year 2025 budget hearing, testimony was given on the following. *Exhibit II* contains an update on the status of the initiatives:

| FY 2025 INITIATIVES | UPDATE |
|--|---|
| Notable Ventures: | |
| Maintenance of the gravesite of the late Ruby M. Rouss, first Virgin Islander to join the Women's Army Corps. | Completed |
| Facilitated a Medical Provider Workshop/recruitment drive with the intent of educating local medical providers and encouraging them to join the VA Community Care Network. | Still In Progress |
| Initiated the process for the construction of the multi-vault crypts on the island of St. Croix. | Payment & Construction Completed |
| Initiated the process for the design and construction of the Clarence Beverhoudt, Sr. Veterans Complex. | In Design Phase |
| Initiated the process for the construction of the multi-vault crypts on the island of St. Thomas. | Payment & Construction Completed |

Exhibit I

FUND FLOW ANALYSIS

The Office's Fiscal Year 2025 Fund Flow Analysis outlines the Office of Veterans Affairs budget across five (5) key components: appropriation, allotment amount, obligations, expenditures, and balance available; and notes that the obligations reflects commitments OVA made through September 30, 2025. This analysis can be viewed as *Exhibit II*.

| Dept. | Fund Source | Appropriation | OVA Allotted as of June 11, 2025 | Obligated | Expended as of June 24, 2025 | Balance | Remarks |
|-------|-------------|---------------|----------------------------------|-----------|------------------------------|-----------|---|
| OVA | General | \$1,204,369 | \$790,754 | \$590,376 | \$628,766 | \$575,603 | \$413,615 remains unallotted/\$161,988 allotted but not spent |

Exhibit II

As of June 24, 2025, the Office of Veterans Affairs reported receiving **\$790,754** in allotments, which represents approximately **65.7%** of its total FY 2025 appropriation of **\$1,204,369**. The OVA also reported obligations of **\$590,376** for the last quarter of the fiscal year, bringing the total amount obligated for FY 2025 to **\$1,219,142**. **This represents an over-obligation of \$14,773, which is about 1.2% above the total appropriation.**

Total expenditures have been stated by the Office as **\$628,766**, leaving a balance of **\$575,603** from the revised FY 2025 appropriation. This balance comprises,

- **\$413,615** remaining unallotted, which represents **34.3%** of the total appropriation.
- **\$161,988** of the allotment received to date has not been spent, representing approximately **20.5%** of the allotted funds.

While financial activities reflect strong execution of its planned activities, with obligations and expenditures demonstrating active use of the appropriated funds; the Office has exceeded its original appropriation by a modest amount, indicating effective management of available resources despite an increase in obligations.

However, the remaining unallotted funds (**34.3%**) and unspent allotment (**20.5%**) suggest a need for closer monitoring in this quarter as it's the final quarter of FY 2025; to ensure that allocated resources are fully utilized.

Final quarter obligations comprise:

- **\$362,948** Operating Expenses
- **\$227,428** Medical Travel & Burial (Estimated)

Expenditures to date in the amount of **\$628,766**:

- **\$406,194** Operating Expenses
- **\$222,572** Medical Travel & Burial
 - **\$59,830** Medical Travel
 - **\$162,742** Death Benefits

The Office of Veterans Affairs also received additional funds of **\$225,000** for Medical Travel and Death Benefits. This breaks down as **\$112,500** for Medical Travel and **\$112,500** for Death Benefits respectively.

FISCAL YEAR 2026 BUDGET SUMMARY

The Governor has recommended a General Fund appropriation of **\$1,219,369** for the Office of Veterans Affairs (OVA) for Fiscal Year 2026. A three-year financial summary is provided in **Exhibit III**. Notably, in Fiscal Year 2025, OVA's budget ceiling was **not adjusted** to reflect the removal and transfer of utility costs to the Single Payer Utilities Fund, resulting in no corresponding reduction in the agency's appropriation.

| Description | FY 2024 Actuals | FY 2025 Budget Act 8916 | FY 2026 Recommendation | Variance | % Change |
|--|------------------|-------------------------|------------------------|------------------|-------------|
| General Fund: | | | | | |
| Personnel Services | \$305,267 | \$340,970 | \$ 340,519 | -\$451 | -0% |
| Fringe Benefits | \$145,304 | \$158,803 | 165,828 | \$7,025 | 4% |
| Supplies | \$30,300 | \$62,777 | 49,000 | -\$13,777 | -22% |
| Other Services and Charges | \$195,844 | \$191,819 | 649,022 | \$457,203 | 4% |
| Utilities | \$5,574 | \$15,000 | 15,000 | \$0 | 0% |
| Sub-Total General Fund | | | 1,219,369 | | |
| Miscellaneous Section | | | | | |
| OVA Veterans Medical and Burial Expenses | \$260,968 | \$450,000 | 450,000 | \$0 | 0% |
| Total General Fund | \$943,257 | \$1,219,369 | \$ 1,669,369 | \$0 | 0% |

Exhibit III

PERSONNEL SERVICES

The Governor's Fiscal Year 2026 General Fund recommendation for Personnel Services is **\$340,519**, reflecting a **decrease of \$451**, a **0.13%** difference from the Fiscal Year 2025 appropriation of **\$340,970**.

Personnel data for the Office of Veterans Affairs submitted by the Office of Management and Budget is consistent with figures published in the Fiscal Year 2026 Executive Budget:

- According to the OMB's Fiscal Year 2026 personnel listing, the Office is allocated 7 positions funded by the General Fund.
 - 4 filled positions
 - 2 new or vacant positions
 - 1 pay plan adjustments
- Vacancies comprised of:
 - Administrative Assistant
 - Administrative Officer II

| Office of Veterans Affairs | | | Position Classification | | | | | |
|----------------------------|-------|----------------|-------------------------|-----------|------------|-----------|--|-------------|
| Fiscal Year 2025 | | | Unclassified | | Classified | | | Adjustments |
| Fund Name | Pos # | FY 2025 Budget | Pos # | Total | Pos # | Total | | Total |
| General Fund – 0100 | 7 | \$ 340,970 | 5 | \$221,314 | 1 | \$115,000 | | \$4,656 |
| Grand Total | 7 | \$ 340,970 | 5 | \$221,314 | 1 | \$115,000 | | \$4,656 |

| Office of Veterans Affairs | | | Position Classification | | | | | |
|----------------------------|-------|----------------|-------------------------|-----------|------------|-----------|--|-------------|
| Fiscal Year 2026 | | | Unclassified | | Classified | | | Adjustments |
| Fund Name | Pos # | FY 2026 Budget | Pos # | Total | Pos # | Total | | Total |
| General Fund – 0100 | 7 | \$ 340,519 | 5 | \$225,519 | 1.00 | \$115,000 | | \$0 |
| Grand Total | 7 | \$ 340,519. | 5 | \$225,519 | 1.00 | \$115,000 | | \$0 |

Exhibit IV

The Office of Veterans Affairs reported the following activity for Fiscal Year 2025:

- 1 Separation – Administrative Assistant (St. Croix District) - \$43,409.00

OTHER SERVICES & CHARGES

Exhibit V presents a comparative analysis of expenditures for Fiscal Year 2024, the revised budget of Fiscal Year 2025, and the Governor's recommended budget for Fiscal Year 2026 under the Other Services and Charges line item.

| Description | FY 2024 Actuals | FY 2025 Budget Act 8916 | FY 2026 Recommendation | Variance | % Change |
|---------------------------------|---------------------|-------------------------|------------------------|---------------------|----------------|
| General Fund: | | | | | |
| Repairs & Maintenance | \$18,034.00 | \$15,000.00 | 17,000.00 | \$2,000.00 | 13.33% |
| Automotive Repair & Maintenance | \$487.00 | \$6,138.00 | 5,000.00 | -\$1,138.00 | -18.54% |
| Rental of Land/Building | \$42,488.00 | \$55,014.00 | 50,000.00 | -\$5,014.00 | -9.11% |
| Rental Machines/Equipment | \$25,313.00 | \$10,000.00 | 20,000.00 | \$10,000.00 | 100.00% |
| Professional Services | \$6,198.00 | \$20,784.00 | 10,000.00 | -\$10,784.00 | -51.89% |
| Training | \$400.00 | \$1,823.00 | 2,022.00 | \$199.00 | 10.92% |
| Communication | \$22,745.00 | \$10,000.00 | 20,000.00 | \$10,000.00 | 100.00% |
| Advertising & Promotion | \$17,286.00 | \$10,000.00 | 10,000.00 | \$0.00 | 0.00% |
| Printing and Binding | \$1,320.00 | \$5,000.00 | 5,000.00 | \$0.00 | 0.00% |
| Transportation – Not Travel | \$1,832.00 | \$4,000.00 | 3,000.00 | -\$1,000.00 | -25.00% |
| Travel | \$28,826.00 | \$26,210.00 | 22,000.00 | -\$4,210.00 | -16.06% |
| Travel/Cash Advance | \$3,374.00 | \$5,000.00 | 5,000.00 | \$0.00 | 0.00% |
| Purchase Bulk Airline | \$8,160.00 | \$10,000.00 | 10,000.00 | \$0.00 | 0.00% |
| Relief to Individuals | \$87,307.00 | \$225,000.00 | 225,000.00 | \$0.00 | 0.00% |
| Other Services NOC | \$19,837.00 | \$10,000.00 | 10,000.00 | \$0.00 | 0.00% |
| Death Benefit Payments | \$170,661.00 | \$225,000.00 | 225,000.00 | \$0.00 | 0.00% |
| Contr to Independent Age | \$2,445.00 | \$10,000.00 | 10,000.00 | \$0.00 | 0.00% |
| Total General Fund | \$456,713.00 | \$648,969.00 | 649,022.00 | \$53.00 | 0.01% |

Exhibit V

LEASES/RENTAL

Exhibit VI lists a property currently leased by the Office of Veterans Affairs.

| Lessor | Address | Terms | Annual Rent | Funding Source |
|----------------------|--|--|----------------------------------|----------------|
| Elaine Company, Inc. | 3241 Contant, Suite 5, Elaineeco Building, 1st Floor, St. Thomas, VI 00802 | 10 years with an Option to renew for additional 5 years (Terminates 8/31/2032) 1500 sq. ft | \$49,170.00 (\$4,097.50 Monthly) | General Fund |
| | | Total | \$49,170.00 | |

Exhibit VI

PROFESSIONAL SERVICES CONTRACTS

The Governor's Executive Budget indicated that the Office of Veterans' Affairs has one Professional Service Contract at a cost of **\$10,000** (*See Exhibit VII*).

| Description | Amount |
|---------------|-----------------|
| BID Procedure | \$10,000 |
| | \$10,000 |

Exhibit VII

During Fiscal Year 2023, the 34th Legislature of the Virgin Islands appropriated funds for the construction of a Veterans Multi-purpose Center at Parcel F. Submarine Base, No. 6 Southside Quarter, St. Thomas. **Act No. 8560**, appropriated **\$1,500,000** for the construction of the Clarence Beverhoudt, Sr. Veterans Complex. As of July 31, 2024, **\$237,160**, was encumbered from the amount to start the design of the project. Of the **\$237,160**; **\$27,493.48** has been paid to NV5, Inc. as of June 24, 2025. see **Exhibit VIII. The Office is awaiting the extension of the contract for NV5, Inc. from the Department of Public Works and Property and Procurement as it has expired March 24, 2025.**

| Vendor | Description | Original Budget | Encumbered | Paid | Balance |
|---------------|-----------------|-----------------------|---------------------|--------------------|---------------------|
| NV5Inc. | Design Services | \$1500,000.00 | \$237,160.00 | \$27,493.48 | \$209,666.52 |
| Totals | | \$1,500,000.00 | \$237,160.00 | \$27,493.48 | \$209,666.52 |

Exhibit VIII

VEHICLE

The Office of Veterans Affairs has a total of four **(4) vehicles** (2 in STT/STJ district, and 2 in STX district). **Exhibit IX** displays OVA's vehicle listing. The gasoline charges for both districts total **\$3,945.84**, while maintenance charges amount to **\$792.83**.

| St. Thomas/St. John District | | | | | | | | |
|------------------------------|----------|------|-------------|---------|-----------|----------------------|------------------|-------------------|
| Make | Model | Year | License No. | Funding | Lease/Own | Conditions/ Comments | Maintenance Cost | Gas Amount |
| Chevrolet | Traverse | 2023 | VA-2 | Local | Own | New | \$89.00 | \$1,818.34 |
| Chevrolet | Colorado | 2022 | VA-4 | Local | Own | New | \$176.00 | \$947.50 |
| | | | | | | Sub-Total | \$265.00 | \$2,765.84 |
| St. Croix District | | | | | | | | |
| Chevrolet | Traverse | 2020 | VA-1 | Local | Own | Good | \$359.27 | \$385.00 |
| Chevrolet | Colorado | 2022 | VA-5 | Local | Own | New | \$168.56 | \$795.00 |
| | | | | | | Sub-Total | \$527.83 | \$1,180.00 |
| | | | | | | TOTAL | \$792.83 | \$3,945.84 |

Exhibit IX

OUTSTANDING VENDOR PAYMENTS

As of June 23, 2025, the Office of Veterans Affairs does not have any Outstanding Vendor Payment.

LOCAL REVENUES, CONTRIBUTION AND/OR GRANTS

Exhibit X depicts local revenues, contributions and grants received and disbursed by the Office of Veterans Affairs. By law the Virgin Islands Taxicab Commission is required to give the Office of Veterans Affairs a portion of the sales of the Veterans Taxi Medallion obtained by auction.

| CONTRIBUTIONS/REVENUES | | | | | |
|--|-------------------------|-------------------------|-------------------------|------------------------------------|---------------------|
| Description | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Total |
| Revenue: DLCA – Veterans Taxi Medallions Auction* | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Contributions: VI Lottery** | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| <i>*Pending</i> <i>FY 2022 - \$14,060.12 (December 2021 Auction)</i> <i>FY 2023 - \$11,020.00 (December 2022 Auction)</i> <i>FY 2024 - \$10,259.80 (December 2023 Auction)</i> <i>FY 2025 - \$11,400.00 (December 2024 Auction)</i> <i>**We are expecting a total allotment of \$100,000.00 from the VI Lottery for Fiscal Year 2025.</i> | | | | | |
| GRANTS (MISCELLANEOUS) | | | | | |
| Description | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Total |
| Veteran Medical Travel and Death Benefit*** | \$112,500.00 | \$112,500.00 | \$0.00 | \$0.00 | \$225,000.00 |
| ***The amount of \$450,000.00 was appropriated for Fiscal Year 2025. The amount of \$225,000.00 was released as of April 24, 2025. | | | | | |
| | Fund | | | | |
| | Fund | | Amount | Disbursement | Balance |
| | Veteran Medical Travel | | \$225,000.00 | \$31,604.97 | \$193,395.03 |
| | Death Benefit | | \$225,000.00 | Disbursements as of March 27, 2025 | \$131,417.09 |
| | Total | | \$450,000.00 | \$125,187.88 | \$324,812.12 |

Exhibit X

Monies provided by the VI Lottery and VI Taxicab Commission are used by the Office of Veterans Affairs for operating expenses.

MISCELLANEOUS GENERAL FUND

The Governor's Fiscal Year 2026 Executive Budget includes a recommendation of **\$450,000** for Veteran Medical Burial Expenses for the Office of Veterans Affairs. A detailed breakdown can be found in *Exhibit XI*.

| Projects | FY 2024 Actual | FY 2025 Revised Budget | FY 2026 Recommendation |
|-------------------------------------|------------------|------------------------|------------------------|
| Lottery Contributions – Vet Affairs | \$33,833 | \$10,722 | \$0 |
| Vet Medical & Burial Exp | \$260,968 | \$450,000 | \$450,000 |
| Crypts and Columbarium | \$118,800 | \$0 | \$0 |
| | \$413,601 | \$460,722 | \$450,000 |

Exhibit XI

SUMMARY

The Office of Veterans Affairs Fiscal Year 2026 Governor's recommended budget is as follows:

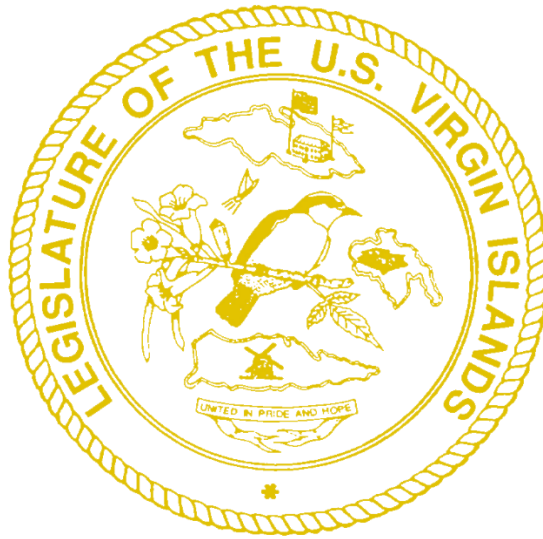
| | |
|--------------------|--|
| \$340,519 | Personnel Services |
| \$165,828 | Fringe Benefits |
| \$49,000 | Supplies |
| \$649,022 | Other Services and Charges |
| \$15,000 | Utilities |
| \$1,219,369 | General Fund Recommendations |
| \$450,000 | Contribution to Veterans Medical & Burial Fund |
| \$1,669,369 | Fiscal Year 2026 Recommended Budget |



Theodora Philip, DBA
Post Auditor

APPENDIX I PERSONNEL LISTING

| Position Name* | FTE* | Funds | Activity | Status | Type | Salaries Total | Fringe Total | Total |
|---|----------|-------|----------|------------|----------------------------|---------------------|---------------------|---------------------|
| Pay Plan Adjustments | 1 | 0100 | 29000 | Adjustment | Adjustment | \$0.00 | \$0.00 | \$0.00 |
| Activity 29000 Adjustment | 1 | | | | | \$0.00 | \$0.00 | \$0.00 |
| Director | 1 | 0100 | 29000 | Filled | Exempt | \$115,000.00 | \$33,590.97 | \$148,590.97 |
| Activity 29000 Classified Filled | 1 | | | | | \$115,000.00 | \$33,590.97 | \$148,590.97 |
| Administrative Officer III | 1 | 0100 | 29000 | Filled | Unclassified | \$40,134.00 | \$29,218.05 | \$69,352.05 |
| Veteran Programs Coordinator | 1 | 0100 | 29000 | Filled | Unclassified | \$45,145.00 | \$23,581.14 | \$68,726.14 |
| Program Administrator | 1 | 0100 | 29000 | Filled | Unclassified | \$60,456.00 | \$35,548.35 | \$96,004.35 |
| Activity 29000 Unclassified Filled | 3 | | | | | \$145,735.00 | \$88,347.54 | \$234,082.54 |
| Administrative Assistant | 1 | 0100 | 29000 | Vacant | Unclassified | \$43,409.00 | \$23,040.37 | \$66,449.37 |
| Administrative Officer II | 1 | 0100 | 29000 | Vacant | Unclassified | \$36,375.00 | \$20,849.28 | \$57,224.28 |
| Activity 29000 Unclassified Vacant | 2 | | | | | \$79,784.00 | \$43,889.66 | \$123,673.66 |
| Total OVA Activity 29000 | 7 | | | | | \$340,519.00 | \$165,828.17 | \$506,347.17 |
| | | | | | | | | |
| Unclassified Filled | 3 | | | | Unclassified Filled | \$145,735.00 | | |
| Unclassified Vacant | 2 | | | | Unclassified Vacant | \$79,784.00 | | |
| Unclassified New | 0 | | | | Unclassified New | \$0.00 | | |
| Classified Filled | 1 | | | | Classified Filled | \$115,000.00 | | |
| Classified Vacant | 0 | | | | Classified Vacant | \$0.00 | | |
| Classified New | 0 | | | | Classified New | \$0.00 | | |
| Adjustments | 1 | | | | Adjustments | \$0.00 | | |
| Total | 7 | | | | Total | \$340,519.00 | | |



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