

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 28 / 16

2. General Information:

Session: Open Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

Accept as Information only

Action - please describe:

Accept/approve the Finance Committee 3rd Quarter Report (Apr. - Jun. 2016)

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor: Denise Vigue, Exec. Assist. in Finance

Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

Per the Tribal Secretary's Office Schedule - all Boards, Committees, & Commissions are to provide quarterly reports to the OBC - 3rd Quarter Report of the Finance Committee due on 9/20/16 for the 9/28/16 BC agenda.

- 1) Save a copy of this form for your records.
- 2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

FINANCE COMMITTEE 3rd Quarter Report (April to June 2016)

PURPOSE

The Finance Committee is responsible for recommending financial policies, and budgets that support the mission values, and strategic goals of the organization. The FC's role is to review the organization's financial performance against its goals and recommends policies, long-range financial plans, and sustainability strategies to ensure the continued financial health of the Oneida Tribe.

WHO WE SERVE

The Finance Committee (FC) works with all departments within the organization to ensure all expenditures of any substantial amounts are procured in the most cost effective manner through the established Purchasing Process Manual. The FC also serves Oneida Community groups, Oneida charitable organizations, and Oneida tribal members through the Finance Committee Donation Policy and the Community Fund.

FC MEMBERS

The Finance Committee members include 3 BC members including the Treasurer who chairs the Finance Committee meetings; the Chief Financial Officer who acts as the Vice Chair; one member from Executive Management; one member from Program Management; and one Community Elder Member. Current members are as follows:

Patricia King, Treasurer/FC Chair	Larry Barton, CFO/FC Vice-Chair
David Jordan, BC Council Member	Jennifer Webster, BC Council Member
Patrick Stensloff, Purchasing Director	Louise Cornelius, Gaming GM
Wesley Martin, Jr., Community Elder member	

FC Alternate members: Fawn Billie, BC Council Member, Chad Fuss, Gam AGM & Terry Cornelius, CFA

MEETINGS

The Finance Committee met five times in the Third Quarter on: Apr. 4th & 18th; May 2nd, 16th & 31st (for Jun mtg.) The five combined meeting run times averaged 1 hour and 50 minutes. The FC Community Elder member attended four meetings and was paid a stipend for three meetings (1 mtg. was less than an hour) for a total of \$150 paid in stipends in the Third Quarter.

ACTIVITIES SUMMARY

❖ ORGANIZATIONAL REQUESTS

In the Third Quarter the FC reviewed/approved Twenty-Seven (27) Departmental requests for: supplies, Capital Expenditure items, CIP projects, Purchase Order increases and/or other contracted services for a total amount approved of \$3,895,245.09.

The FC also reviewed 7 requests for services in Executive Session from the Comprehensive Health Division, Gaming Division and Joint Marketing. Two requests from Gaming were follow up items; five requests were approved for a total amount of \$1,813,815.

Lastly, the FC reviewed as FYI Eleven (11) requests from the Gaming Division, the CFO, the Treasurer and the Trust Department. The requests consisted of lease games, internal FC processes, follow-ups regarding the Floyd Acheson Endowment Fund and the MIS Tier IV activities at the Skenandoah Complex and one request from the Trust Department to provide direction for the establishment of a Language Revitalization Endowment Fund. Due to unforeseen circumstances (power outage) there was no FC meeting in June 2016.

❖ INVESTMENT UPDATES

For June 30th, our managers gained 4.05% fiscal year to date, compared to 5.44% for the index. So we are still lagging the blended index a bit. We experienced a small loss in value from April 1 to June 30th. We now show a gain of \$2,073,561 for the fiscal year to date. For calendar year to date, our managers earned a return of 2.28%, compared to the blended index return of 1.79%.

❖ FC DONATIONS

In the Third Quarter there was one Donation Request from the Oneida Nation Longhouse for kitchen repairs/construction. The FC reviewed and approved the request in the amount of \$2,500. For the combined three quarters of FY16, \$31,000 in Donations has been provided with \$13,000 remaining. As per the Finance Committee Donation Policy the groups/requests approved represent the following categories: 1) Oneida Community Causes; 2) Local Groups (charitable); and 3) National Groups (Indian Affiliated).

❖ COMMUNITY FUND

In the Third Quarter the Finance Committee met on April 4th, May 2nd and May 31st to review Community Fund requests. There were Eleven (11) Coca-Cola Product Requests reviewed and approved for a total of 267 Cases of Product. All requests were for Oneida Community Events and Fundraising Events. The FC also reviewed Sixty (60) requests for funds; 47 requests were approved for a total amount of \$15,808. From the approved amount 33 requests for youth participation in various summer camps and sporting events as well as one class graduation trip; 11 requests were for Adult self-development for beading and art registration fees; and sports competition fees. Two requests were for community events and one was for a Community fundraising event. The Third Quarter Community Fund balance sheet that is attached provides specific details.

* Specific actions of all requests/activities by the Finance Committee can be found in the minutes that are submitted to the OBC at each of their regularly scheduled meetings.

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 FINANCE ADMINISTRATION
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MEMORANDUM

TO: Oneida Business Committee
FR: Denise J. Vigue, Executive Assistant-Finance
DT: September 12, 2016
RE: Finance Committee Donations – Q3 Update

This serves as an update report from the Finance Committee as to the current status and balance in the Finance Committee Donation Line through three quarters of FY16. According to the Donation Policy, there was a stipulation of percentage allocations divided and tracked as follows:

40%	Oneida Community Causes	Amount: \$17,600
40%	Local Groups	Amount: \$17,600
20%	National Groups	Amount: \$8,800

There was only one Third Quarter request approved in May to the Oneida Longhouse Fund in the amount of \$2,500 for kitchen repairs/construction at the Longhouse. There were no Donation requests in April or June 2016. Following are the updated amounts and totals remaining in each category.

Finance Committee Donation Line Totals through June 2016			
<u>Designations/Percentages</u>	<u>Allocated Amt.</u>	<u>Spend Amt.</u>	<u>Remaining Balance</u>
1. Oneida Community Causes / 40%	\$17,600	\$15,000	\$2,600
2. Local Groups / 40%	\$17,600	\$12,500	\$5,100
3. National Groups / 20%	<u>\$ 8,800</u>	<u>\$ 3,500</u>	<u>\$5,300</u>
	\$44,000	\$31,000	\$13,000

If there is anything else you need in this regard please let me know. Thank you.

FY 2016 - COMMUNITY FUND

THIRD QUARTER REQUESTS (April 2016 - June 2016)

APRIL

FC Mtg Date	Name of Requestor	Request Category	Title /Description	Req Amt	Req Product	Action
4-Apr-16	Joshua Thomas	SD-Youth	Camp U-Nah-Li-Ya for daughter	\$ 300.00		Approved
4-Apr-16	Margaret VanDenHeuvel	SD-Youth	YMCA Camp Kermit for son	\$ 117.00		Approved
4-Apr-16	Elizabeth Webster	SD-Youth	YMCA Camp Kermit for daughter	\$ 130.00		Approved
4-Apr-16	Judith Skenadore	CommFundr	17th Annual Matt Skenadore Memorial	\$ 1,000.00		Approved
4-Apr-16	Judith Skenadore	CommFundr	17th Annual Matt Skenadore Memorial		25 Cases	Approved
4-Apr-16	Rosemary Malanik	SD-Adult	Rosemary Hill Beading classes	\$ 250.00		Approved
4-Apr-16	Patricia Kottke	SD-Adult	Rosemary Hill Beading classes	\$ 300.00		Approved
4-Apr-16	Norma Primeau	SD-Adult	Rosemary Hill Beading classes	\$ 300.00		Approved
4-Apr-16	Eleanor Bailey	SD-Adult	Rosemary Hill Beading classes	\$ 250.00		Approved
4-Apr-16	Lisa Rauschenbach	SD-Youth	SW Legion Baseball for son	\$ 300.00		Approved
4-Apr-16	Racquel Hill	CommEvt	Wi Indian Golf Assn Annual Event	\$ 750.00		Approved
4-Apr-16	Shirley Barber	SD-Adult	Rosemary Hill Beading classes	\$ 250.00		Approved
4-Apr-16	Wayne Metoxen	SD-Youth	Oneida 9 & 10 yr old Little League	\$ 1,000.00		Approved w/Conting.
4-Apr-16	Kristy Cornelius	SD-Youth	WEAP Program for son	\$ 180.00		Approved
4-Apr-16	Lystra Charnon	CommEvt	Oneida Nation High School Prom		12 Cases	Approved
4-Apr-16	Pamela Green-LaBarge	SD-Adult	Rosemary Hill Beading classes	\$ 100.00		Approved
4-Apr-16	Judith Jourdan	SD-Adult	Rosemary Hill Beading classes	\$ 300.00		Approved
4-Apr-16	Kim Nishimoto	SD-Youth	Especially for Youth camp for daughter	\$ 300.00		Approved
4-Apr-16	Lee Cornelius	SD-Youth	Especially for Youth camp for daughter	\$ 300.00		Approved
4-Apr-16	Shane Skenandore	SD-Youth	GB Packers Youth Football camp for son	\$ 300.00		Approved
4-Apr-16	Rosalind Heinz	SD-Adult	Rosemary Hill Beading classes	\$ 300.00		Approved
4-Apr-16	Terry Cornelius	SD-Youth	Summer Music Camp for daughter	\$ 300.00		Approved

MAY

FC Mtg Date	Name of Requestor	Request Category	Title /Description	Req Amt	Req Product	Action
2-May-16	Dionne Jacobs	CommEvt	ONHS Graduation in June		15 Cases	Approved
2-May-16	Shannon King	SD-Youth	UWGB Rock Music Academy for son	\$ 300.00		Approved
2-May-16	Michael Debraska	Personal	Laptop Purchase			Deferred
2-May-16	Shoney Skenandore	SD-Youth	Golf Tournament fees for daughter	\$ 247.00		Approved
2-May-16	Shoney Skenandore	SD-Youth	Golf Tournament fees for son	\$ 300.00		Approved
2-May-16	Kristen & Amii John	SD-Youth	Lacrosse Camp fees for son	\$ 135.00		Approved
2-May-16	Tabitha & David Hill	SD-Youth	Air Force Gymnastics Academy for daughter	\$ 300.00		Approved
2-May-16	Tonya Webster	CommEvt/ Fundraiser	PowWow Committee Fundraiser @ Oneida 4th of July PowWow		100 Cases	75 Cs Approved
2-May-16	Beverly Somers	Personal	I-Pad Pro Purchase			Deferred
2-May-16	Daniel Miller	Personal	I-Pad Pro Purchase			Deferred
2-May-16	Sylvia Cornelius	CommEvent	Oneida Youth & Elder Fishing Day		14 Cases	Approved
2-May-16	Claudia Skenandore	CommEvent	Elder Services-Blaze a Trail Dance		10 Cases	Approved
2-May-16	Tiffany Bowles	SD-Youth	Beginner Tennis classes for daughter(AB)	\$ 252.00		Approved
2-May-16	Tiffany Bowles	SD-Youth	Beginner Tennis classes for daughter(EB)	\$ 252.00		Approved
2-May-16	Lori Elm	SD-Youth	Middle School Graduation Class Trip for daughter	\$ 300.00		Approved
2-May-16	Kristine Henley	SD-Youth	Class Competition fees for son	\$ 300.00		Approved
2-May-16	Reese Hill	CommEvent	4th Annual Resurrected Ridez Car Show	\$ 1,000.00		Approved
2-May-16	Reese Hill	CommEvent	4th Annual Resurrected Ridez Car Show		25 Cases	Approved
2-May-16	Lori Elm	CommEvent	DOLM Home Resource Fair		10 Cases	Approved
2-May-16	Sylvia Cornelius	SD-Youth	UWGB Volleyball Camp for daughter	\$ 300.00		Approved
2-May-16	Vicki Parker	SD-Youth	Southwest H.S. DECA trip registration for son	\$ 200.00		Approved
2-May-16	Michaela Arndt	SD-Adult	AO-Vida Volunteer Program fees			Denied
2-May-16	Curtiss Summers	SD-Youth	Oneida Lacrosse Team Fundraisers		50 Cases	41 Cs Approved

MAY/JUNE

FC Mtg Date	Name of Requestor	Request Category	Title /Description	Req Amt	Req Product	Action
31-May-16	Michael Debraska	Personal	Laptop Purchase	\$ 300.00		Deferred
31-May-16	Beverly Somers	Personal	I-Pad Pro Purchase	\$ 300.00		Deferred
31-May-16	Daniel Miller	Personal	I-Pad Pro Purchase	\$ 300.00		Deferred
31-May-16	Zandra John	SD-Youth	WCSS 2016 Basketball Camp	\$ 299.00		Approved
31-May-16	Yen^skwas Danforth	SD-Youth	Air Force Gymnastics Academy registration for daughter	\$ 300.00		Approved
31-May-16	Melinda J. Danforth	SD-Youth	Camp U-Nah-Li-Ya registration for son	\$ 300.00		Approved
31-May-16	Christine Klimmek	SD-Adult	Art Workshop registration fees	\$ 300.00		Approved
31-May-16	Jodie Skenandore	SD-Youth	UWGB Art Camp for daughter	\$ 300.00		Approved
31-May-16	Lori Elm	SD-Youth	NAIG Tryouts for youth		15 Cases	Approved
31-May-16	Angela Danforth	SD-Youth	Sports Emporium registration for daughter	\$ 300.00		Approved
31-May-16	Angela Danforth	SD-Youth	Duck Creek Pop Warner registration for son	\$ 130.00		Approved
31-May-16	Rhianna Metoxen	SD-Youth	Oneida Elite Lacrosse registration for son	\$ 290.00		Approved
31-May-16	Alicia Tisch	SD-Adult	Bode Boot Camp	\$ 300.00		Denied
31-May-16	Curtiss Summers	SD-Youth	Oneida Lacrosse Tournament-referee fees	\$ 1,000.00		Approved
31-May-16	Lou Williams	SD-Youth	Concordia Chineses Language Camp for daughter	\$ 300.00		Approved
31-May-16	Richard Elm-Hill	SD-Adult	Great Mother and New Father Conference	\$ 300.00		Denied
31-May-16	Cherie Elm	SD-Adult	Great Mother and New Father Conference	\$ 300.00		Denied
31-May-16	Cherie Elm	SD-Youth	Great Mother and New Father Conference for son	\$ 300.00		Denied
31-May-16	Cherie Elm	SD-Youth	Great Mother and New Father Conference for son	\$ 300.00		Denied
31-May-16	Darnell Danforth	SD-Youth	UWGB Art Camp for daughter	\$ 300.00		Approved
31-May-16	Breann Clark	SD-Adult	GoAhead Tours Oveseas Trip	\$ 300.00		Denied
31-May-16	Katsi Danforth	SD-Adult	Tough Mudder & Warrior Dash Registration	\$ 238.00		Approved
31-May-16	Josephine Skenandore	SD-Adult	Tough Mudder & Warrior Dash Registration	\$ 238.00		Approved
31-May-16	Alex Powless	SD-Youth	Youth Taekwondo Registration for daughter	\$ 300.00		Approved
31-May-16	Nelson W Ninham	SD-Youth	Camp U-Nah-Li-Ya registration for son	\$ 300.00		Approved
31-May-16	Bill Ver Voort	Fundraiser	AO-Oneida Farmers Market Bash in July		25 Cases	Approved