

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 12 / 23 / 15

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 Fourth Quarter Report (July - September 2005)

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 - 4th Quarter Report of the Finance Committee due on 12/15/15 for the 12/23/15 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



Oneida Tribe of Indians of Wisconsin

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ONEIDA FINANCE COMMITTEE FOURTH QUARTER REPORT (July to September 2015)

PURPOSE: The Finance Committee'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 FC serves all the departments/divisions within the organization, the OBC, Treasurer and GTC by ensuring the procurement process is correctly followed and all tribal expenditures over a certain amount are reviewed. The FC also serves Oneida Community groups, Oneida charitable organizations, and Oneida tribal members through the Finance Committee Donation Policy and the Community Fund.

FINANCE COMMITTEE MEMBERS:

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 ALTERNATES: Fawn Billie, BC Council Member, Chad Fuss, Gam AGM & Terry Cornelius, CFA

MEETINGS: The FC meets twice a month on Monday's one week prior to the regular OBC meetings. All meeting minutes are sent to the Secretary's Office for review/approval by the OBC at their regular meetings. 4th Quarter meetings of the Finance Committee by date (actual dates) are as follows:

July: Jun 29, 2015: & Jul. 13, 2015
August: Aug. 3, 2015; & Aug. 21, 2015
September: Aug. 31, 2015; & Sept. 11, 2015

STIPENDS: The Community Elder Member (CEM) is the only person on the Finance Committee that receives a stipend. The CEM attended four (4) meetings in the 4th Quarter and was paid \$200 in stipends. In FY2015, there was a total of twenty-three FC meetings with one meeting cancelled in December 2014. The Community Elder member was appointed at the end of the first quarter. He attended a total of 14 meetings in FY15 and was paid a total of \$700 in stipends.

ACTIVITIES SUMMARY:

The FC is responsible for recommending financial policies, and budgets that support the mission values, and strategic goals of the organization. Per the Purchasing Policies and Procedures and approval established the tribe all sole source items over \$50,000.00 are reviewed by the Finance Committee. This review is to ensure all expenditures of any substantial amounts are procured in the most cost effective manner through the established Purchasing Process Manual developed by the Purchasing Department. The following activities of the Finance Committee are divided by internal meeting processes for review either external or internal and include the following:

- **DEPARTMENT REQUESTS:**

In the 4th Quarter there were 110 Department requests reviewed that totaled \$25,649,167.71. Requests included: supplies, equipment, PO increases, contracted services, Blanket PO's for FY2016, and for information only. A breakout of request totals for FY15 is as follows:

Quarter	Number of Dept. Requests	Total Amount
Q1	56	\$14,977,167.19
Q2	62	\$ 6,108,872.73
Q3	36	\$ 4,470,740.50
Q4	<u>110</u>	<u>\$25,649,167.71</u>
Totals	264	\$51,205,948.13

- **POLICIES AND PROCEDURES:**

In this quarter the Finance Committee reviewed and approved updates to the Community Fund's Standard Operating Procedures, new submission packets, and forms for FY16. This is done annually to ensure there is a maximum benefit derived from its use by the recipients. The FC also forwarded a listing of the types of CF requests received to the Quality of Life Committee for their input.

The Finance Committee also reviewed and approved updates to the FC Donation Policy and Procedures, information packets, and request forms that will begin in FY16. Two major changes included lowering the maximum request amount so more requests can be honored and percentage amounts for the three different request types.

Over the years the Finance Committee has developed over 25 different policies and procedures regarding various processes within the organization. Research is currently being done to identify them and review to insure they are still relevant, if they should be incorporated into another unit for use, or if they are still active and can be updated.

- **TRIBAL INVESTMENTS:**

In the 4th Quarter, the markets were down for equities (stocks) and had slight gains for fixed income (bonds). Oneida uses managers for US (domestic) stocks in three style boxes, large capitalization value stocks, large growth stocks and small capitalization stocks. Also, we utilize a manager for international stocks and two managers for domestic bonds. As a group, our domestic stock portfolios lost - 5.52% in value for the quarter ending September 30, 2015. However, the managers out-performed the indices they are compared to, as the expected loss was - 7.8% for the same time frame. Our bond portfolios gained .59% in value, while the expected gain was .95%. The international stocks portfolio lost - 10.45% in value, while the expected loss was - 10.23%. Taken together, our investment portfolios lost - 4.06 % in value for the quarter, yet out-performed the indices, as the expected loss was - 4.74% in value. For the fiscal year - October 1, 2014 to September 30, 2015 - our investment portfolios gained .85% in value, while the expectation was a loss of - .47%. Therefore, as a group our managers out-performed the indices to which they are compared. Attached is the current Oneida Tribal Investment policy.

- **DONATION REQUESTS:**

No donation requests were reviewed in the 4th Quarter as the donation line was depleted for FY2015. For FY15 there were a total of sixteen (16) donation requests approved that totaled \$44,999.33. The FC donation line budget was \$45,000. Attached is the year-end report for Finance Committee donations.

- **COMMUNITY FUND REQUESTS:**

In the 4th Quarter the FC reviewed thirty-seven (37) Community Fund requests. Two requests were denied. The remaining thirty-five (35) requests were approved for a total amount provided of \$15,658.41 for tribal members and or groups. Product requests for this time period would actually be a partial review of the first quarter of the contract year 2015-16. There were four requests approved for a total of 48 cases provided. Attached is the year-end report for the Community Fund for FY15.

ONEIDA TRIBE OF INDIANS OF WISCONSIN

INVESTMENT POLICY STATEMENT

Article I. Purpose and Policy
Article II. Adoption, Amendment and Repeal
Article III. Definitions
Article IV. Roles and Responsibilities

Article V. Objectives
Article VI. Asset Allocation
Article VII. Communications
Article VIII. Investing Grant Funds

Article I. Purpose and Policy

1-1. The purpose of this policy statement is to provide a clear understanding between the Oneida Tribe of Indians of Wisconsin (Tribe) and its selected Investment Consultant, money managers, custodians and other interested parties concerning the investment policies and objectives of the Tribe. The overall philosophy will be outlined and will have enough flexibility to allow for changing market conditions.

Article II. Adoption, Amendment and Repeal

2-1. This policy statement is adopted by the Oneida Business Committee, following an adoption by the Finance Committee.
2-2. Amendments to this policy statement are allowed, as needed, by a majority vote of the Finance Committee and of the OBC, and any such amendment will be forwarded in writing to the Chief Financial Advisor.
2-3. All other policy statements which are inconsistent with this policy statement are hereby repealed unless specifically re-enacted after adoption of this policy statement.

Article III. Definitions

3-1. This article shall govern the definitions of words and phrases as used herein. All words not defined herein shall be used in their ordinary and everyday sense.
3-2. "Prudent Man Rule" means all parties are subject to the Prudent Man Rule which states: Assets shall be invested with the care, skill, prudence, and diligence under the circumstances prevailing from time to time that a prudent man acting in a like capacity and familiar with such matters would use in the investment of a fund of like character and aims.
3-3. "Equity" means stock certificate(s) representing ownership interest in a company/corporation.
3-4. "Short Term" means one to three year time frame.
3-5. "Long Term" means time frame longer than three years.
3-6. "Market Cycle" means the time period between the two latest highs or lows of the S&P 500 Index, showing net performance of a fund through both an up and a down market.
3-7. "Index" means a recognized grouping of securities used to measure the general performance of a market or market sector.
3-8. "Watch Status" means signifies concern over the recent performance of a selected money manager. Ensuing performance will be "watched" in a more guarded manner.
3-9. "Fixed income" means securities which represent promises to pay specific interest over specific periods of time, plus the principal investment.
3-10. "Compound" means adding the interest earned from an investment to its principal, so that it also earns interest in ensuing time periods.

Article IV. Roles and Responsibilities

4-1. Oneida Business Committee
a. The Oneida Business Committee (OBC) is charged with the authority in this Policy Statement to hire and fire investment managers with the advice and upon the recommendation of the Finance Committee. The OBC is responsible for all investments under management, but as a

Approved by Finance Committee:
October 5, 2012

Approved by Business Committee:
October 10, 2012

practical matter, will delegate day-to-day management of the assets to the Finance Committee, the Chief Financial Advisor, or to money managers and consultants hired for that purpose.

4-2. Treasurer

- a. The Treasurer is charged with maintaining fiduciary responsibility for all funds governed by this Policy Statement. The Treasurer shall report to the Business Committee, or cause to be reported, the performance of investment portfolios governed by this policy statement on at least a quarterly basis.

4-3. Finance Committee

- a. In support of the Treasurer, the Finance Committee is charged with the direct oversight of money managers when hired, asset allocation of the Tribe's funds and oversight of outside consultants hired to assist the above. As a practical matter, the Committee may assign day-to-day management to the Chief Financial Advisor.

4-4. Finance Department

- a. The Finance Department serves as the main point of contact for the Tribe and its selected consultants and money managers. The Finance Department will monitor and report to the Finance Committee. Responsibilities will include negotiation of fees on behalf of the Tribe and coordination of presentations by the consultant or money managers to the OBC or the Finance Committee, and review and provide recommendation for policy updates to the Finance Committee.

4-5. Consultants

- a. The Oneida Business Committee may hire an investment broker or financial planner to perform duties which include, but are not limited to, advice on asset allocation, screening and day-to-day monitoring of money managers, independent reporting of investment results, and any other duties the Board or the Committee deems appropriate.

Article V. Objectives

5-1. The Tribe seeks to maximize income, growth of income, and long-term appreciation of capital while seeking to minimize principal fluctuations. The assets must be invested with care and diligence with the overriding prudent man rule as a guide to investment management. The Tribe will, as a general guideline, make occasional disbursements, and care should be taken to ensure available funds.

a. Equity fund objectives.

1. Long term objectives.

- (a). The Tribe seeks as a total return (income and growth) over a market cycle, or at a minimum of three years, a compounded return that should equal or surpass an agreed-upon recognized Equity Index that will parallel the style of the equity manager. Underperforming the three-year return of the selected equity index for three consecutive quarters will result in the manager being placed on a watch status.

2. Short term objectives.

- (a). The assets should be managed in such a fashion so that each manager should outperform the benchmark index in at least 50% of the quarters that the benchmark index shows a negative return.

b. Fixed income objectives.

1. Long term objectives.

- (a). The Tribe seeks as a total return (income and growth) over a market cycle, or at a minimum of three years, a compounded return that should equal or surpass the Barclays Capital Aggregate Bond Index. If appropriate, the Finance Committee

may use, in addition to the Barclays Capital Aggregate Bond Index, other recognized fixed income indices that may more closely parallel the style of the fixed income manager. Underperforming the three-year return of the selected index for three consecutive quarters will result in the manager being placed on a watch status.

2. Short term objectives.
 - (a). The Merrill Lynch Government/Corporate 1 to 3 year Bond Index shall be used to measure performance of any short term fixed income manager. The assets should be managed in such a fashion so that each manager should outperform the benchmark index in at least 50% of the quarters that the benchmark index shows a negative return.
3. Cash and equivalent objectives.
 - (a). It is expected that equity and fixed income managers will be generally fully invested. Cash that is allocated by the Finance Committee will be subject to the rules described herein.

Article VI. Asset Allocation

6-1. Asset allocation of the Tribe will be derived through the use of optimization techniques that consider the risks, expected returns, and correlation's of various asset classes.

- a. The following general guidelines will be used to govern the overall asset allocation of the Fund:

	Minimum	Maximum
Equities	10%	70%
Bonds	20%	65%
Cash	none	70%

- b. If separate portfolios are used, the following allocation restrictions based on the total value of the Equity Fund will apply:

	Minimum	Maximum
Large Value Equity	25%	75%
Large Growth Equity	25%	75%
Small Cap Equity	5%	25%
International Equity	5%	25%

6-2. The Finance Committee must evaluate and adjust the portfolio when any asset class exceeds its limits by 5% of the total fund value for two consecutive quarters. The Finance Committee has the authority to change the Minimum and/or Maximum and to Add and/or Delete portfolios.

6-3. The Finance Committee will review the asset allocation guidelines at least every three years, and may adjust the guidelines to meet the changing needs of the Tribe.

6-4. Each manager when hired will have up to three months to bring the portfolio to a "fully invested" status. Uninvested balances will be held in an interest bearing account.

6-5. The Finance Committee will make the overall allocation of equities, fixed income and cash investments as they deem appropriate. The worst-case scenario of the allocation model shall reach a point of no expected losses over a five year period of time.

6-6. The investment managers will have discretion, within the guidelines and prohibitions in this article to make individual security and industry decisions within their own discipline. The prudent man rule will apply to both individual securities and industry/sector weightings.

6-7. Equity securities.

a. The equities managers may not exceed 5% (at cost; 8% at market value) of managed portfolio to be concentrated in any one security.

b. The managers may not exceed 15% (at cost; 25% at market value) of managed portfolio to be concentrated in any one industry sector. The managers will divest of a portion of the securities in a sector if the concentration in that sector exceeds 25% of market value for more than one full calendar quarter. Where a manager uses industry and/or sector definitions which are more narrow than the generally accepted definition of "sector," the manager shall be allowed a concentration up to 20% (at cost; 30% at market value).

6-8. Fixed Income.

a. Fixed income securities may be either U.S. Government and its Agencies, municipal debt, corporate debt and preferred securities as well as convertible issues issued only in U.S. dollars. The minimum quality credit rating for non-convertible debt is "BBB" rated.

b. In addition, a maximum of 20% of the portfolio may be in Mortgage Backed Securities that either implicitly or explicitly have the backing of the U.S. Government.

c. Asset Backed Securities may be a maximum of 10% of the portfolio, but must constitute Senior Debt with a minimum "AA" rating.

d. The Manager will maintain a portfolio duration of + or - 30% of the agreed upon benchmark index.

6-9. Cash and equivalents.

a. Cash and Cash Equivalents may be invested directly in the money markets in Commercial Paper, Bankers Acceptance, Bank CD's, and Corporate Notes with a minimum rating of A-1 by Standard & Poor's or P-1 by Moody's Investment Services. Maturities may not exceed 90 days.

b. In place of, or in addition, cash may be invested in money market mutual funds which have the same general investment restrictions as in 6-9.a..

c. All cash and equivalent investments must be in US dollars.

6-10. Prohibitions.

a. The money managers are prohibited from investing in letter stock, private placements, options, short sales, margin transactions, financial futures, commodities, or other specialized activities, unless specifically authorized by the Oneida Finance Committee. No fund assets should be invested in speculative securities. With permission of the Finance Committee some speculative securities may be allowed for the purpose of reducing overall risk in the portfolio.

b. Additionally, specific Collateralized Mortgages that are Interest & Principal Only Strips (I/O's, P/O's). Inverse Floaters. Z-Bonds, and Accruals are strictly prohibited.

c. Socially Responsible Investing: The Tribe recognizes the responsibility to invest in a manner

that does not enable harm to the environment or the spiritual and cultural values of Native Americans. The Tribe prefers to invest in companies that make positive contributions to alleviating the problems facing society and the environment. Further, the Tribe intends to utilize its funds for the benefit of its people, while attempting to avoid supporting certain businesses that engage in practices which the Tribe deems harmful. Some of these practices are as listed below:

1. The destruction of rain forests.
 2. Heavily polluting industries.
- d. Investments not specifically addressed by this policy statement are forbidden without the Finance Committee's written consent. The Finance Committee may amend these prohibitions as deemed necessary.

Article VII. Communications

7-1. Meetings between the OBC and the consultant and/or money managers will be held on an annual basis at a location selected by the OBC. The performance of investments will be evaluated quarterly. Investment reviews will be sent quarterly to the Chief Financial Advisor, who will disseminate to the Finance Committee, and the consultant and/or money managers must be available for phone consultation on an as needed basis.

Article VIII. Investing Grant Funds

8-1. Articles V – VII do not apply to the investment of any Grant Funds received by the Oneida Tribe. In general, all Grant Funds received shall be invested in accordance with any required parameters given by individual grantors.

8-2. When Grant Funds are received from the Indian Housing Block Grant program, investment of funds will follow the guidelines as communicated by the Office of Native American Programs, and contained in 24 CFR 1000.58.

- a. Investments shall only be in HUD-approved investment instruments. The term of the investments shall not exceed two years, or the maturity date shall not be beyond the deadline for obligating the funds, whichever event occurs first.
- b. Invested IHBG funds shall be collateralized as per requirements communicated by ONAP.

APPROVED:


CRISTINA DANFORTH
FINANCE COMMITTEE CHAIRPERSON

10/22/12
DATE


PATRICIA HOEFT
ONEIDA TRIBAL SECRETARY,

10-22-12
DATE

FY 2015 YEAR END - EXECUTIVE SUMMARY FINANCE COMMITTEE DONATIONS

Since the formation of the Finance Committee (FC) by the OBC back in the 1980's there has always been a Donation Line used for Oneida community and external agency requests. With the growth of tribal programs within the organization, the focus of giving was narrowed to avoid duplication of services/funding. The extent of giving was mainly from community requests and from local churches with secondary consideration given to area agency requests. Over the years, budget considerations were also factored in yearly allocations.

For the past several years allocations were limited to \$50,000 or less. For fiscal year 2015, the Finance Committee Donation Line was \$45,000.00 for donations with a maximum allowance of \$5,000 per group, per year. The specific concerns the Finance Committee members had in granting donations was to ensure requestors provided some type of positive outcome that would affect the quality of life for tribal members.

For FY15 the FC approved sixteen (16) requests; for a total of \$44,999.33. Under the standards of the Finance Committee Donation Policy, requests were considered from: 1) Oneida Community Causes, 2) Local and State Community Groups, and 3) National (Indian Affiliated) Groups. A quarterly summary of expenditures and activities is as follows:

- First Quarter (Oct-Dec 2014)

The year started with a Cost Containment Resolution. Following this resolution, the FC elected to defer all donation requests to January 2015. Three requests were reviewed in this quarter; two were denied and one deferred to the second quarter due to the stipulation in the resolution that eliminated all donation expenditures.

- Second Quarter (Jan-Mar 2015)

At the beginning of the quarter the new Finance Committee (post-election) had a discussion of what their focus of giving would be. The internal policies and procedures to use for FY15 were also reviewed /updated. The one request that was deferred from the first quarter was denied in this quarter. There was an additional fourteen (14) requests approved. Most requests were for the maximum amount but only three received the full amount and eleven (11) receiving lesser amounts due, in part, to limited funds. Total spend this quarter was \$42,300.

- Third Quarter (Apr-Jun 2015)

The FC reviewed four requests and approved two. After approving two requests the fund was exhausted for the year so the remaining two requests were denied and one was referred to another department. Total spend for this quarter was \$7,699.33.

- Fourth Quarter (Jul-Sept 2015)

The FC reviewed and updated the Donation Policy for FY16 with a specific change to lower the maximum amount from \$5,000 to \$2,500 per request/per year. Other changes to the policy include a percentage of giving within the standards/categories. The development of Standard Operating Procedures, request instructions, and forms for use with the FY16 budget year will be the first time the Donation Line and Finance Committee will have a formalized process for requests similar to that of foundations.

Attached is a recap of all approved donation requests, amounts approved and what standard each request fulfilled. Please advise if there is additional statistical information or questions regarding this report.

FINANCE COMMITTEE

FY15 Donations

Allocated Amount: \$45,000.00

Policy Standards:

- 1) Oneida Community Causes
- 2) Local Groups (Green Bay /WI)
- 3) National Groups (Indian affiliated)

Under these standards the emphasis for giving was on: Not-for Profit Agencies, Community Members & Groups, Socially /Environmentally Conscious Groups, and Special Funded Groups.

- Expenditures -

<u>Requestor</u>	<u>Amount Approved</u>	<u>Category</u>
1. Milwaukee Indian Community School	\$1,000	2
2. Oneida United Methodist Church	\$5,000	2
3. Service League of Green Bay	\$ 500	2
4. Native American Church of Oneida	\$5,000	1
5. WI Indian Education Association	\$1,000	2
6. Oneida Sobriety Group	\$5,000	1
7. Oneida Nation Longhouse	\$5,000	1
8. VISIONS-Indep Film Project	\$1,000	2
9. WI Vets Assn-Oneida Chapter	\$1,000	1
10. Red Shawl Gala Fundraiser	\$1,000	2
11. National Indian Child Welfare Association	\$1,000	3
12. Jude Schimmel Basketball Camp	\$3,500	1
13. Woodland Indian Art Show & Market	\$5,000	1
14. Erwin Cottrell Memorial Golf Classic	\$2,300	1
15. Southwest High School LaCrosse Club	\$4,705.33	2
16. Soaring Eagle Boxing Club	\$2,994	2
FY15 Total Giving		\$44,999.33

FINANCE COMMITTEE DONATION POLICY

Article I. Purpose & Policy

1-1. Traditionally, *OnA·yote? a·ka'* (Oneida people) express selfless giving as *Kanolukhwa'Sla* (compassion, caring, identity and joy of being). The purpose of this Donation Policy is to show commitment to Oneida Tribal members and the community in this same thoughtful manner.

1-2. The Oneida Tribe of Indians of Wisconsin receives requests from numerous organizations and individuals for donations to support local charitable groups and community/member activities.

1-3. This updated donation policy and accompanying Standard Operating Procedures outline the process of receiving donation requests by the Oneida Tribe of Indians of Wisconsin and how they are reviewed by the Finance Committee (FC).

Article II. Adoption, Amendment, Repeal

2-1. This policy shall become effective upon adoption. Adoption of this policy shall supersede all previous versions and provisions.

2-2. This policy may be reviewed annually by the Treasurer and the Finance Committee.

2-3. This policy may be amended or repealed by the Oneida Business Committee pursuant to the Oneida Administrative Procedures Act.

Article III. Individuals/Groups

3-1. Individuals and organizations who request funding from the Oneida Tribe of Indians of Wisconsin will be organized by services that positively affect the quality of life for Oneida tribal members.

3-2. This policy includes limitations on the level of funding, and who can receive donations.

3-3. This policy specifically addresses requests for donations that originate from:

- 1) Not-for-Profit Groups;
- 2) Oneida Affiliated Veteran's Groups;
- 3) Socially /Environmentally Conscious Groups; or
- 3) Special Funded Groups

Article IV. Definitions

4-1. This article shall govern the definitions of words as phrases as used herein. All words not defined herein shall be used in their ordinary and everyday sense.

4-2. **Donation** – The exchange of payment for the right to advertise and promote the Oneida Nation in a positive manner at charitable/community events.

4-3. **Finance Committee** - The Finance Committee shall be presided over by the Treasurer, acting as Chairperson and the body consist of: One (1) Community Elder; Two (2) Business Committee members; the Chief Financial Officer, Gaming General Manager, and Purchasing Director.

4-4. **Services** - Those services that address health and social welfare causes, Indigenous based services, environmentally friendly/ energy efficient services and artistic endeavors.

4-5. **Twelve-month period** - The time period measured by the Oneida organizations fiscal calendar year which begins in October and runs to September of the next year.

4-6. **501(c)(3) Non-profit** - Charitable and non-profit organizations as defined by the Internal Revenue Code.

Article V. Donation Provisions

5-1. The Treasurer and Chief Financial Officer will determine each fiscal year the Tribe's economic stability for charitable giving.

5-2. Requests for donations will be directed and routed through the Treasurer's Office to the Finance Office for review by the Finance Committee.

5-3. Donation provisions include: 40% of the funds will be allocated to Oneida community causes, 40% will be allocated to local groups (Green Bay /WI), and 20% will be allocated to national groups.

5-4. Donations will be limited to and not exceed \$2,500.00 per request (per year), or 50% of the need whichever is less. Depending on funding allocations this amount may be modified by the Treasurer and the Finance Committee.

5-5. Requestor must also have a demonstrated need and evidence of a 10% matching contribution toward the funding request. Additionally, the requesting organization must also have a philosophy that is consistent with Tribal perspective, as contained in the Oneida Tribe's mission statement

Article VI. Submission Requirements /Deadlines

6-1. Donation requests will be reviewed by the Finance Committee once a month for requests that are received one (1) week prior to the FC meeting date. The Finance Committee regularly meets twice a month one week before regular Business Committee meetings.

6-2. Donation requests will be reviewed on the second meeting of the Finance Committee each month.

6-3. Completed application packets consist of three parts that include:

- 1) The Request form;
- 2) A narrative describing reason for request and how funds will be used;
- 3) Accompanying materials such as flyers or information about the event, the reason for request and information about the group's status.
- 4) Evidence of the required 10% match to their request.

6-4. Specific packet information and review dates can be requested through the Finance Administration Office.

Article VII. Areas /Items Not Covered

7-1 Areas not covered under this policy include but are not limited to: personal expenses, hardship cases, or travel requests from individuals. All such requests may be

referred to Social Services or other social agency for assistance.

7-2. All requests from departments within the Oneida Tribal organization are also not eligible for funds under this policy as their funding falls under the normal tribal budget process.

7-3. All individual or group request that could be covered by another program within the Tribal organization.

7-4. Requests for general operating expenses, capital building campaigns and related requests from organizations/agencies will generally not be covered, but may be reviewed on a case by case basis.

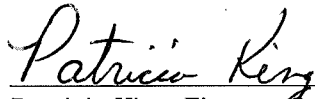
7-5. Multiple requests by the same organization within the same fiscal year will not be reviewed.

Article VIII. Notification Process

8-1. The Finance Department staff is responsible for the preparation and processing of requests in a timely manner for the Finance Committee to review.

8-2. Recipients will be notified within ten (10) business days after a Finance Committee meeting as to the status of an individual's/organization's request.

APPROVED:


Patricia King, Finance Committee Chair

10-5-15
Date


Lisa Summers, Oneida Tribal Secretary

10-5-15
Date

Approved by the Finance Committee on 9/11/15 w/corrections

COMMUNITY FUND – FY 2015 YEAR END EXECUTIVE SUMMARY REPORT

In FY15 the Community Fund allocation was \$50,000.00 for funding requests for Oneida tribal members. The Tribal Fiscal Year 2015 was utilized for funding requests (October 2014 through September 2015). Under the criteria of the Community Fund, requests were considered from tribal members for: 1.) Self-Development /Enrichment, 2.) Community Events /Fundraisers, and 3.) General Community Events.

In FY15 a total of \$46,920.59 was provided to One-Hundred (100) approved requests. This represents approximately 93.84% of allocated funding for FY15. This is a vendor generated fund and no tribal contributions are used. All remaining funds at the end of the year are returned to the principle where it is invested for perpetual growth of principle so it is permanent.

The Finance Committee reviews Community Fund requests once each month at their first meeting of the month. CF requests were reviewed at twelve (12) meetings in FY15. A quarterly summary of CF funding requests reviewed by the Finance Committee is as follows:

■ First Quarter (Oct-Dec 2014)

In the 1st Quarter, fifteen (15) funding requests were reviewed and approved for a total of \$7,425.00. All requests were under the Self-Development /Enrichment category with 14 of the requests benefiting youth development and one benefiting adult self-enrichment. Activities ranged from fees for team sporting events, class trip fees, and four benefiting special needs children.

■ Second Quarter (Jan-Mar 2015)

In the 2nd Quarter, fourteen (14) funding requests were reviewed and approved. Three requests that were approved were withdrawn by the requestor before payment could be made. Eleven (11) requests were subsequently funded that totaled \$4,908.50.

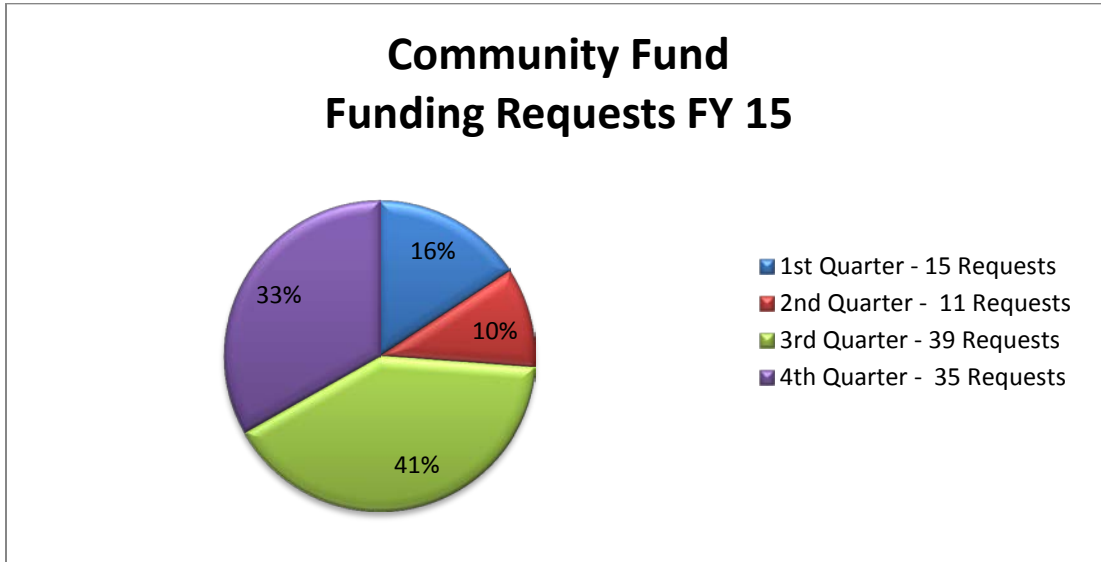
■ Third Quarter (Apr-Jun 2015)

In the 3rd Quarter Forty-Three (43) funding requests were reviewed. Three (3) requests were denied, (one later approved), one requestor did not use fund, and one request was deleted per the requestor. A total of Thirty-Nine (39) requests were then approved and funded totaling \$19,128.68.

■ Fourth Quarter (Jul-Sept 2015)

In the final 4th Quarter, thirty-seven (37) funding requests were reviewed. Two requests were denied. Thirty-five (35) requests were funded for a total of \$15,658.41. As in preceding quarters, all denied requests did not meet the criteria of the Community Fund categories.

The following chart illustrated the total requests and percentages of approved requests for funding. The Third and Fourth Quarters held the most requests for funding with a combined 74%.



**Contract Year (July 2014 –June 2015)
Product Summary**

The Community Fund product allocation is tracked by contract year (July 2014 through June 2015). The amount allocated was \$5,000; which approximates to 556 cases of product. A total of 578 Cases of Coca-Cola products were provided for community events/fundraisers from twenty-four (24) requests for CY2014-15. This took us over the allocated amount and the extra cases provided will be deducted from the CY2015-16 allocation.

Because the contract year is in-between tribal fiscal years, product requests were reviewed at eleven (11) meetings in CY14-15. Under the criteria for CF for Product, requests were considered from tribal members for: 1.) Tribal & Public School Systems activities; 2.) Community Events; and 3.) Fund raising events.

In the contract year for product requests the totals are not calculated by meeting date but by requested pick-up date from the vendor as well as the various costs for specific products. From 11 meetings, 24 requests for product were approved for a total of 578 cases. The italicized events represent repeat requests received yearly.

For the past two years the entire allocated product was exhausted and the fund percentages continue to grow; which is due, in part, to more Oneida tribal members becoming aware of this resource through the Intranet, Internet, articles in the Kali Wi Saks, word of mouth, and from repeat requests from previous years.

The Community /Fundraising Events provided Oneida members with a means to raise funds or provide refreshments for a variety of memorial, community, organizational, and sporting events. According to the required follow up reports from product recipients, participation of Oneida community members as well as the general public made each of these events successful.

Following is a listing of events/activities and total amounts provided in CY 2014-15.

Community Fund Product Totals for Contract Year 2014-2015		
Name of Event	Pick Up Date	Approved Product Total
<i>Annual Oneida Powwow</i>	7/3/14 (Del)	100 Cases
<i>Annual Relay for Life</i>	7/18/2014	20 Cases
OHA Community Picnics/Nat'l Night Out	7/1/2014	40 Cases
Oneida Employee Appreciation Picnic-Aug	8/8/14 (Del)	100 Cases
<i>Oneida Farmer's Markets in Aug.</i>	8/18/2014	20 Cases
Three Nations Elder Picnic-Aug.	8/15/2014	20 Cases
<i>On^yote?a.ka Gathering -Aug</i>	8/14/2015	15 Cases
<i>Big Apple Fest-Sept</i>	9/15/2014	25 Cases
<i>Jeffrey Skenandore Golf Fundraiser</i>	8/8/2014	10 Cases
<i>Oneida Family Fitness Golf Outing</i>	8/18/2014	5 Cases
<i>Domestic Violence Awareness Event</i>	9/29/2014	10 Cases
DOLM-19th Ann Open House-Sept.	9/22/2014	14 Cases
Oneida Face Program supplies	9/29/2014	5 Cases
The Cherokee Word for Water-film screening	9/22/2014	4 Cases
Oneida Harvest and Husking Bee	9/19/2014	25 Cases
New Year's Eve Social Dance	12/30/2014	10 Cases - No Pickup
<i>Oneida Nation High School-Graduation</i>	6/2/2015	15 Cases
<i>Oneida Nation High School-Prom</i>	4/7/2015	15 Cases
<i>Oneida Youth & Elder Fishing Day</i>	5/29/2015	14 Cases
Oneida Community Lacrosse	5/29/2015	25 Cases
<i>Woodland Indian Art Show & Market</i>	6/11/2015	25 Cases
<i>Oneida Ladies VFW Auxiliary Taco/Rummage sale</i>	6/9/2015	6 Cases
Community Picnics 6/9/15	6/8/2015	15 Cases
<i>Oneida Community Car Show</i>	6/19/2015	50 Cases
		578 Total Cases

Overall, for the Community Fund, Internal, standardized processes, forms, submission deadlines, and the processing of requests has enabled the Community Fund to continue to gain popularity and strength from and for the Oneida tribal membership and organization. The Finance Committee continues to update and review, on a yearly basis, all aspects of the Community Fund.

The commitment of the Finance Committee members to the Community Fund have been a positive catalyst to champion the growth and positive benefits for the Oneida membership, now and in years to come.