

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 07 / 27 / 17

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 FY17 Third Quarter Report (Apr-Jun 2017)

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:

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 all Boards, Committees, & Commissions are to provide quarterly reports to the OBC

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
(Apr. to Jun. 2017)

Purpose

The Finance Committee is responsible for recommending financial policies and budgets that support the mission, values, and strategic goals of the Nation and organization.

Who We Serve

The Finance Committee works with all departments within the Nation to ensure all expenditures of any substantial amounts are procured in the most cost effective and fair manner as established by the Purchasing Procurement Manual. The FC also serves Oneida Community groups, local charitable organizations, and Oneida members through the Finance Committee Donation Policy and the Community Fund.

Finance Committee Members

Included on the FC are three BC members, one is the Treasurer who chairs the 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.

Third Quarter Meetings

The Finance Committee held six meetings in Q3 on: Apr. 3rd & 17th; May 1st & 16th; & Jun. 5th & 19th, 2017. The FC also held three work meetings on Apr. 17th, & May 1st & 16th to work on updating the CIP/CapEx Contingency Plan and completing the Endowment Resolution. The Community Elder member of the FC attended six meetings (including work meetings) and was paid a stipend of \$250 total for the third quarter. (Stipends paid were for five meetings as one meeting did not last one hour.)

FY17 Goals

The identified goals as reported in the annual GTC report include:

- 1. Development of several Endowments to meet the cultural, social, educational, and land needs of the Oneida Community;*
- 2. Provide Charitable Giving to the Oneida Community and surrounding areas through the Finance Committee Donation Policy and the Community Fund; and*
- 3. Enhance the effectiveness of the Finance Committee by streamlining internal processes, updating financially related policies and procedures, and creating systematic budget management controls.*

FINANCE COMMITTEE SUMMARY OF THIRD QUARTER ACTIVITIES

▪ REQUESTS FROM THE ORGANIZATION

Per the Purchasing Procedures, all sole source requests over \$50,000 need Finance Committee Approval. In Q3 the FC reviewed thirty-seven (37) Gaming and Departmental requests for a total approved of \$13,546,214.40. Requests were for Purchase Order Increases, Mid-Year contracts, Blanket Purchase Orders, Slot Machines, Change Orders, various consultant contracts and one non-budgeted item. The FC also reviewed Eighteen (18) FYI items related to slot lease games, internal reports, research, follow-up and the CIP/CapEx Contingency Plan.

▪ INVESTMENT UPDATES

The Third Quarter Investment Report from Northern Trust will be provided in the near future.

▪ DONATIONS

In the Third Quarter the FC reviewed Donation Requests on: Apr. 17th, May 16th, and Jun. 19th, 2017. The FC has designated that they review Community Donation Requests at their second meeting of each month. In Q3 five (5) Donation Requests were approved for a total expenditure of \$10,000. From this amount one request for \$2,500 has been put on hold and forwarded to a work meeting for more follow-up (a possible duplication of already provided Nation program services).

Per the Finance Committee Donation Policy all requests approved represent the following categories: 1) Oneida Community Causes; 2) Local Groups (charitable); and 3) Nation Groups (Indian Affiliated). The Donation Line total for FY17 was \$49,301; the mid-year balance was \$27,825.38; and Q3 expenditures of \$10,000 leave the current balance at \$17,825.38. An attached spreadsheet offers more details.

▪ COMMUNITY FUND

In the Third Quarter, the FC reviewed Community Fund requests for funds and products on Apr. 3rd, May. 1st and Jun. 5. The FC has designated that they review CF requests at their first meeting of each month. In Q3 nine Coca-Cola Product Requests were approved for a total of 204 Cases of Product. All requests were for support of Oneida community events and /or Fundraising events. The FC also approved forty-six (46) funding requests for a total amount of \$9,251.58. The approved requests went mostly towards youth development activities, such as YMCA swim classes and various sporting activities.

The allocated FY17 amount for the Community Fund was \$50,000 for funding and \$5,000 for products. After Q3 the approximate balance for funds is \$33,149.64. The quarters for product are by contract date, ending June 30, 2017 (2016-17). The end balance for product is approximately \$550.94. The Q3 Community Fund request summary is attached that offers additional details.

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

Oneida Finance Committee - FY 2017

DONATIONS: Beginning Balance \$49,301.

Q3	Meeting Date	Name of Requester	Representing	Amount Requested	Reason/Description	Category/ Type	FC Action
	17-Apr-17	Melissa Nuthals	Community Grp	\$ 2,500.00	Woodland Indian Arts Market and Artshow	1/Oneida Comm	Approved
						3/National Tribal	
	16-May-17	Jolene Bowman	National Tribal Affil Grp	\$ 2,500.00	National Indian Education Assn-ConfSponso	Affl Grp	Approved \$1,000.
	16-May-17	Marilyn King	Oneida member	\$ 1,500.00	Oneida Sobriety Group-Evt Planning	1/Oneida Comm	Approved
					WI Coalition Against Domestic Violence -		
	19-Jun-17	Rebecca Dopart	Director of Development	\$ 2,500.00	Conference	2/Local Non-Profit	Approved
	19-Jun-17	Frank VandeHei	Oneida member	\$ 2,500.00	Oneida Community Farm Projects	1/Oneida Comm	Approved

FC Donation Totals After First Quarter

Designations /Percentages	Allocation Per Category	Expenditures	Remaining Balance
1. Oneida Community Causes - 40%	\$19,720.40	\$917.22	\$18,803.18
2. Local Groups (Charitable) - 40%	\$19,720.40	\$5,000.00	\$14,720.40
3. Nat'l Grps (Indian Affil) - 20%	\$9,860.20	\$3,500.00	\$6,360.20
	\$49,301.00		Balance after Q1 \$39,883.78.

FC Donation Totals After Second Quarter

Designations /Percentages	Balance after Q1	Expenditures	Remaining Balance
1. Oneida Community Causes - 40%	\$18,803.18	\$4,558.40	\$14,244.78
2. Local Groups (Charitable) - 40%	\$14,720.40	\$5,000.00	\$9,720.40
3. Nat'l Grps (Indian Affil) - 20%	\$6,360.20	\$2,500.00	\$3,860.20
	\$39,883.78	\$12,058.40	Mid-Year Balance \$27,825.38

FC Donation Totals After Third Quarter

Designations /Percentages	Balance after Q2	Expenditures	Remaining Balance
1. Oneida Community Causes - 40%	\$14,244.78	\$6,500.00	\$7,744.78
2. Local Groups (Charitable) - 40%	\$9,720.40	\$2,500.00	\$7,220.40
3. Nat'l Grps (Indian Affil) - 20%	\$3,860.20	\$1,000.00	\$2,860.20
	\$27,825.38	\$10,000.00	Balance after Q3 \$17,825.38

Requests reviewed from Not-for-Profits, Oneida Affiliated Vets Grps, Socially/Enviro Conscious Grps, & Spl Funded

FY17 Finance Committee - 3rd Quarter Activities for the Community Fund

	FC Mtg Date	Requestor	Reason/Description of Request	CF Category	Funds Approved	Product Approved
1	3-Apr-17	Kim Nishimoto	Especially for Youth Camp fees for daughter	SD-Youth	\$ 200.00	
2	3-Apr-17	Tabitha Hill	Air Force Gymnastics class fees	SD-Youth	\$ 200.00	
3	3-Apr-17	Loretta Webster	Woodland Indian Arts-Awards Ceremony /Reception	CommEvent		25 Cases
4	3-Apr-17	Amelia Cooper	Especially for Youth Camp fees for daughter	SD-Youth	\$ 200.00	
5	3-Apr-17	Theresa Tlachac	Medical Leaders Conference fees for daughter	SD-Youth	\$ 200.00	
6	3-Apr-17	Sylvia Cornelius	Oneida Youth & Elder Fishing Day Event	CommEvent		14 Cases
7	3-Apr-17	Debra Cloud	SWAG Softball fees for daughter	SD-Youth	\$ 45.00	
8	3-Apr-17	Sacheen Lawrence	SWAG Softball fees for daughter (RA)	SD-Youth	\$ 45.00	
9	3-Apr-17	Sacheen Lawrence	SWAG Softball fees for daughter (MA)	SD-Youth	\$ 45.00	
10	3-Apr-17	Sacheen Lawrence	Purple Aces AAU Basketball fees for daughter	SD-Youth	\$ 100.00	
11	3-Apr-17	Sacheen Lawrence	Oneida Lacrosse Registration for son College Horizons Summer Camp tuition for daughter	SD-Youth	\$ 115.00	
12	3-Apr-17	Evangeline Danforth		SD-Youth	\$ 200.00	
13	3-Apr-17	Rebecca Skenandore	Wrestling Tournament fees for son	SD-Youth	\$ 200.00	
14	3-Apr-17	Rosa Laster	Pop Warner Football registration for son	SD-Youth	\$ 200.00	
15	1-May-17	Bill VerVoort	Oneida 4-H Club-booth repair	SD-Youth	\$ 700.00	
16	1-May-17	Tana Aguirre	Green Bay Elite cheer class fees for daughter	SD-Youth	\$ 200.00	
17	1-May-17	Alicia Tisch	Bode Bootcamp class fees	SD-Adult	\$ 200.00	
18	1-May-17	Margaret VandenHeuvel	Camp Hot Shots (YMCA) for son	SD-Youth	\$ 138.00	
19	1-May-17	Zandra John	UW-Whitewater Youth Football Camp for son	SD-Youth	\$ 200.00	
20	1-May-17	Laura Cornelius	Education Conference Registration fees	SD-Adult	\$ 200.00	
21	1-May-17	Shoney Skenandore	Golf Entry registration fees for son	SD-Youth	\$ 200.00	
22	1-May-17	Shoney Skenandore	Golf Entry registration fees for daughter	SD-Youth	\$ 200.00	
23	1-May-17	Jasmine House	WOR Registration fees	SD-Youth	\$ 200.00	
24	1-May-17	Tammy Skenandore	YMCA Personal Training Class fees for son	SD-Youth	\$ 200.00	
25	1-May-17	Sylvia Cornelius	UWGB VolleyBall registration fees for daughter	SD-Youth	\$ 200.00	
26	1-May-17	Christopher Danforth, Sr.	Pop Warner Football registration for son (KD)	SD-Youth	\$ 130.00	
27	1-May-17	Christopher Danforth, Sr.	Pop Warner Football registration for son (DD) Parents' Fundraisers-Youth participating in	SD-Youth	\$ 130.00	
28	1-May-17	Teresa Schuman	Indigenous Games in July	ComEvt/Fundra		35 Cases
29	1-May-17	Sunshine Bain	Spartan Race Registration -Lambeau Field	SD-Adult	\$ 196.08	
30	1-May-17	Judith Skenadore	Memorial Basketball Tournament	ComEvt/Fundra	\$ 750.00	
31	1-May-17	Judith Skenadore	Memorial Basketball Tournament	ComEvt/Fundra		25 Cases
32	1-May-17	Cindy Bork	Summer Camp fees for daughter (JB)	SD-Youth	\$ 65.00	
33	1-May-17	Cindy Bork	Summer Camp fees for daughter (NB)	SD-Youth	\$ 70.00	

34	16-May-17	Dionne Jacobs	Oneida Nation High School Graduation	CommEvent		15 Cases
35	5-Jun-17	Elizabeth Webster	Camp Hot Shots (YMCA) for daughter	SD-Youth	\$ 200.00	
36	5-Jun-17	Darrnell Danforth	UWGB Art Camp for daughter	SD-Youth	\$ 200.00	
37	5-Jun-17	Chelsea Gentile	GB Packer Youth Camp for son	SD-Youth	\$ 200.00	
38	5-Jun-17	Jason Martinez	6th Annual Oneida Baseball Tournament	Community Evt	\$ 750.00	
39	5-Jun-17	Jason Martinez	6th Annual Oneida Baseball Tournament (fr CY17-18)	ComEvt/Fundra		25 Cases
40	5-Jun-17	Yako Webster	Southwest Lacrosse registration for son	SD-Youth	\$ 200.00	
41	5-Jun-17	Ann Stingle	Hortonville Volleyball registration for daughter	SD-Youth	\$ 50.00	
42	5-Jun-17	Bill VerVoort	Oneida Farmers Market Bash-July (fr CY17-18)	Community Evt		25 Cases
43	5-Jun-17	Jeff Schofield	Big Apple Fest (fr CY17-18)	Community Evt		25 Cases
44	5-Jun-17	Shane Skenandore	Football camp for son	SD-Youth	\$ 200.00	
45	5-Jun-17	Lori Hill	Spirit of the Hoops-Oneida	Community Evt		10 Cases
46	5-Jun-17	Delia Smith	Amplify Lacrosse registration for son	SD-Youth	\$ 200.00	
47	5-Jun-17	Lee Cornelius	Especially for Youth Camp fees for daughter	SD-Youth	\$ 200.00	
48	5-Jun-17	Redmon Danforth, JR	GB Metro Rebels Lacrosse club fees for son	SD-Youth	\$ 200.00	
49	5-Jun-17	Rebecca Schommer	WI Indep Baptist Fellowship Bible Camp for son	SD-Youth	\$ 157.50	
50	5-Jun-17	Katsi Danforth	Team Sconnie's U15 Lacrosse fees for son	SD-Youth	\$ 200.00	
51	5-Jun-17	Irene Danforth	Nat'l American Miss Competition regist fee for daughter	SD-Youth	\$ 200.00	
52	5-Jun-17	Tiffany Bowles	GB Tennis class fees for daughter (AB)	SD-Youth	\$ 200.00	
53	5-Jun-17	Tiffany Bowles	GB Tennis class fees for daughter (EB)	SD-Youth	\$ 200.00	
54	5-Jun-17	Karen Hill	UWGB Bill Wortstch Basketball for daughter	SD-Youth	\$ 165.00	
55	5-Jun-17	Constance Danforth	St. Norbert College Soccer camp for son	SD-Youth	\$ 200.00	