

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 29 / 18

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 FY18 4TH Quarter Report (July through September, 2018)

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.

FINANCE COMMITTEE

4th Quarter Report

(Jul. to Sept. 2018)

Purpose: The Finance Committee is a working sub-committee of the Oneida Business Committee and 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 expenditures of any substantial amount 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

Members include two BC Council Members and the Treasurer who chairs the meetings. Other members include the Chief Financial Officer who acts as the Vice-Chair; one member each representing Executive & Program Management; and one Community Elder Member.

Fourth Quarter Meetings

The Finance Committee held six meetings in the Fourth Quarter on: Jul. 2nd & 16th; Aug. 1st & 13th; and Sept. 4th & 17th, 2018. Meeting items are in the summary section of this report. The FC also held five Work Meetings after each Regular Meeting except on Sept. 4th; as that Work Meeting was canceled. Items worked on in this quarter included: review of two endowments for Per Capita and Education -ONSS; planning for budgeting for future endowments-set asides; developing a process for another Education Endowment for Higher Education and updates forms and information for FY19 for the Community Fund and Donation. The FC Elder Member attended four Regular Meetings (including 3 Work Meetings) and was paid a total stipend of \$200.00 for the Fourth Quarter.

Finance Committee FY18 Goals

The three identified goals of the Finance Committee as reported in the Annual General Tribal Council Report are as follows:

- 1. Continue to develop endowments for the Nation in the areas of Language, Land, and Health to sustain funding for these important areas for future generations.*
- 2. Demonstrate consistent community commitment by providing Donations to Not-for-Profits, veteran's groups, and charitable organizations; and by offering Community Funds/Products to the Oneida membership and Oneida community groups.*
- 3. Continue to support and improve all processes, procedures, laws, budgets, and resolutions that pertain to responsible financial oversight for the Nation.*

The following updates are from Fourth Quarter activities that occurred in the Finance Committee's Regular Meetings.

REQUESTS FROM THE ORGANIZATION

In the Fourth Quarter the Finance Committee reviewed and approved ninety-nine (99) requests from the organization; which is over triple the number of requests from the last quarter. The Fourth Quarter is always the largest for internal requests as divisions are busy preparing their FY 2019 Blanket Purchase Orders and closing out their FY 2018 contracts.

The majority of FY19 Purchase Order requests were mainly for operational costs from Gaming & Retail and Independent Contracts from the Health Center. Other requests included: Gaming Software Purchases, Gaming Multi-Year Contracts, Insurance Premium Payments, BIA – School Therapy Services; Construction Contracts and Gaming Marketing/Promo Services. The total amount from these 99 requests was \$102,781,790.54 and all were budgeted requests.

The FC also reviewed 22 internal updates including: FC Monthly Reports, Quarterly and Semi-Annual Reports, Investment Reports, and FYI items such as Slot Lease/Percentage Games.

INVESTMENT UPDATES

At the Aug. 13, 2018 Finance Committee meeting the Chief Financial Analyst provided investment updates for the Nations' investment portfolio both domestically and internationally. He provided a handout of the management report from Northern Trust summarizing investment risk and analytical services. The CFA reviewed the performances of all the managers and noted that the managers have outperformed all their specific indices for period ending 6/30/18. He also pointed out that all managed investment funds for the Nation are mostly tied to tribal mandates and or per GTC resolutions and are not liquid. The information the CFA provided is also reported within the Treasurer's Report.

The CFA also provided a brief update on the Four Fires investment. The CFA provided a handout of the Ownership Summary Report for June 2018 ending and briefed the FC on the performance. Overall the hotel is an excellent passive investment in terms of profits received which has surpassed the initial investing capital. All profits earned go back into the Nation's General Fund.

DONATIONS

The Finance Committee reviews donation requests at their second meeting of each month. The Donation Line total allocation for FY18 was \$50,000. 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). In this quarter it was also requested by the OBC that after many years of having a Donation Policy, that the FC revise it into a Standard Operating Procedure. It is still being drafted.

After three quarters there remained a balance of \$20,000. In the Fourth Quarter the FC reviewed and approved one Donation Request for \$1,500.00 on August 13, 2018. The remaining end balance was \$18,500. An attached 4th Quarter listing and a Final Report offers additional details.

COMMUNITY FUND

The Finance Committee has designated that they review Community Fund requests at their first meeting of each month. The FY 2018 allocated amount for the Community Fund was \$50,000. After three quarters the balance that remained was \$4,862.87 after adjustments*. Given this small amount the funds were depleted in the first meeting of the Fourth Quarter. Notices were send out letting the Community know that all funds were expended and there would be no reviews for the final two months of FY 2018 for funds; but there would still be reviews for product.

The FC reviewed and approved ten (10) Community Fund requests for funds on July 2, 2018 in the amount of \$4,800.40 which left an end balance of \$62.47. Nine of the ten approved requests were for youth development activities, such as various sports participation/class fees for football, basketball, lacrosse, dance, and summer camps. The remaining request was for assistance with a community event.

The Community Fund for Products was tracked by Contract Year (July 1, 2017 to June 30, 2018). However, the contract was renewed in July 2018 and the vendor agreed to changing the product allocation to the Nation's Fiscal Year. The vendor also agreed to let any product requests in the Fourth Quarter be part of the FY 2018 allocation. The allocated amount for product was \$5,000 which equates to approximately 494.55 Cases.

After three quarters there was a balance remaining of \$991.51 or 98.07 cases. In the Fourth Quarter there were four requests for product which amounted to \$882.30 or 95 cases. An attached request sheet for all Community Fund requests for the Fourth Quarter offers additional information.

*Adjustments refer to checks returned, or approved amounts changed based on the needs of the requestor.

Oneida Finance Committee - FY 2018

DONATIONS (Beginning Balance \$50,000.)

Q4					
Mtg Date	Representing	Request Amt	Category/ Type	Request Description	FC Action
7/16/18				NO REQUESTS	
8/13/18	Oneida Sportsmen's Club	\$ 1,500.00	2/Local Group	Support for the OSC Annual Community Banquet	APPROVED
9/17/18				NO REQUESTS	

4TH QUARTER DONATIONS			
Designations/Percentages	Bal Aftr 3 Qtrs	Expenditures	END Balance
1. Oneida Community Causes - 40%	\$10,000.00	\$0.00	\$10,000.00
2. Local Groups (Charitable) - 40%	\$2,500.00	\$1,500.00	\$1,000.00
3. Nat'l Groups (Indian Affil.) - 20%	\$7,500.00	\$0.00	\$7,500.00
	\$20,000.00	\$1,500.00	\$18,500.00

FY 2018 YEAR END SUMMARY REPORT FOR FINANCE COMMITTEE DONATIONS

With the growth of tribal programs over the years within the organization to meet individuals' needs, the focus of giving has been tapering towards local groups and not-for-profits to avoid duplication of services/funding. The extent of giving in FY 2018 was mainly from community requests; from local churches; and from area non-profit agencies.

For Fiscal Year 2018, the Finance Committee Donation Line was allocated \$50,000.00 for donations with a maximum allowance of \$2,500 per group, per year. In FY18, the FC approved thirteen (13) requests for donations; for a total of \$31,500. The end balance of \$18,500 has returned to the General Fund. As noted in the September 2018 Monthly Report, these totals are down considerably from the twenty-two (22) approved requests in FY 2017.

Under the Finance Committee Donation Policy, requests were considered from three categories: 1) Oneida Community Causes, 2) Local and State Community Groups, and 3) National (Indian Affiliated) Groups. The categories were also broken down by percentage: 40%/40%/20% correspondingly. A quarterly summary of expenditures is as follows:

- **First Quarter (Oct-Dec 2017)**

In this quarter there were four requests reviewed and approved for a total expenditure of \$10,000. Two were community/local not-for-profits, one was an Oneida Community Group, and one was from a national tribal affiliated group. Two requests were for sponsorship fundraising activities, one was for church maintenance and one was for an annual conference sponsorship.

- **Second Quarter (Jan-Mar 2018)**

In the second quarter the FC reviewed four donation requests and three were approved for a total of \$7,500. Of the three, two were for Oneida community causes/events and one was from a local group. Two requests were for sponsorships at Oneida Community Events and one was for church maintenance. One request was denied as it was a request for personal reimbursement in a private business which is an area the Donation SOP's and Policy do not review.

- **Third Quarter (Apr-Jun 2018)**

In the third quarter the FC reviewed seven donation requests and five were approved for a total of \$12,500. Of the five, one was for a national conference sponsorship, two were local

agencies working with youth and one was for church renovations assistance. The last of the five approved was for a community gardens project from an individual. It was approved, but the funding went directly to the area vendors in the amounts listed in the two quotes that were supplied. Lastly, two requests were denied as they were related to marketing. Of the two, one had already secured funds from Tourism and the other was referred to Joint Marketing.

- Fourth Quarter (Jul-Sept 2018)

In the three remaining months of FY18 there was only one request. This request was from a local group that was approved in the amount of \$1,500. This was for an annual banquet and supported the cost of food.

Also, in the fourth quarter the FC reviewed and updated the Donation Policy for FY19 with a specific change to the percentages to 45%/45%/5%. This was due, in part, to increased requests in the first two categories and a drop of requests received in the third category. The Donation SOP's, forms and requests packets were also updated to reflect the change in the policy. It has subsequently been requested by the OBC to change the format of the Donation Policy to SOP's beginning in FY 2019; those changes are still being applied. In Fiscal Year 2019; and until the updates can be completed, the FC will operate under the FY 2018 Donation Policy and Procedures.

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

FINANCE COMMITTEE FY18 Donations

Allocated Amount: \$50,000.00

<u>Request Categories</u>	<u>Percentages</u>	<u>Allocation</u>
1. Oneida Community Causes	40%	\$20,000.
2. Local Groups (Green Bay /WI)	40%	\$20,000.
3. National Groups (Indian affiliated)	20%	\$10,000.

(Under these categories the emphasis for giving was on: Not-for Profit Agencies, Community Groups/Agencies, Social /Environmental Conscious Groups, and Special Funded Groups.)

- FY18 Donations -

Requestor	Amount Approved	Category
1. St. John the Evangelist Homeless Shelter	\$2,500.	2
2. Blue Skies Foundation	\$2,500.	1
3. Oneida United Methodist Church	\$2,500.	2
4. Wisconsin Indian Education Assn.	\$2,500.	2
5. Woodland Indian Arts & Market	\$2,500.	1
6. Mountain Chief Institute-Oneida Camps	\$2,500.	1
7. Holy Apostles Church	\$2,500.	2
8. National Indian Education Assn.	\$2,500.	3
9. Cheerleading Team Summit	\$2,500.	2
10. Rawhide Boys Ranch	\$2,500.	2
11. Oneida Apostolic Church	\$2,500.	2
12. Oneida Community Farms Project	\$2,500.	1
13. Oneida Sportsmen's Club	\$1,500.	2

FY18 Total Giving	\$31,500.00
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A good mind. A good heart. A strong fire.



FY 2018 Finance Committee - Fourth Quarter Activities
for the COMMUNITY FUND

FC Mtg Date	Requestor	Reason /Descriptionj of Request	CF Cat.	Approved
1 2-Jul-18	Sam & Margaret VanDen Heuvel	DePere Flag Football for son	SD-Youth	\$ 50.40
2 7/2/18	Reese Hill	Oneida Community Car Show	CommEvt/Fundr	\$ 750.00
3 7/2/18	Andrew Doxtater	New Fusion Dance Studio registration for daughter	SD-Youth	\$ 500.00
4 7/2/18	Corinna Charles	WFCA All Star Charity Football Game for son	SD-Youth	\$ 500.00
5 7/2/18	Rogelio A. DeLaCruz	YMCA -GB Summer Camp Fees (KCA) for daughter	SD-Youth	\$ 500.00
6 7/2/18	Rogelio A. DeLaCruz	YMCA -GB Summer Camp Fees for daughter	SD-Youth	\$ 500.00
7 7/2/18	Clyde Skenandore	2018 USA TKD Nationals - registration for daughter	SD-Youth	\$ 500.00
8 7/2/18	Teresa Vansteel	920 Elite Basketball Tournament registration for son	SD-Youth	\$ 500.00
9 7/2/18	Katsi Danforth	Team Scennie WI Lacrosse registration for son	SD-Youth	\$ 500.00
10 7/2/18	Linda Dallas	Football Registration fees for son	SD-Youth	\$ 500.00
				\$ 4,800.40

CF Product Requests

1 7/2/18	Reese Hill	Oneida Community Car Show Event	CommEvt/Fundr	20 Cases
2 7/2/18	Bill Ver Voort	Oneida Farmer's Market Bash Jul 18th & Aug 16th	CommEvt/Fundr	25 Cases
3 7/30/18	Jeff Scofield	Big Apple Fest	Community Evt	25 Cases
4 9/4/18	Sylvia S. Cornelius	Harvest Fest in October	Community Evt	25 Cases