

 <p><b>ONEIDA</b> ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: OBC Special Projects Budget Expenditure of Funds - Internal Operating Procedure</p>	<p>ORIGINATION DATE: July 1, 2023</p> <p>REVISION DATE: 12-05-2023</p> <p>EFFECTIVE DATE: After last signature</p>
<p>AUTHOR: Patricia King, Executive Assistant &amp; Lisa Summers, OBC Area Manager</p>	<p>APPROVED BY: Lisa Summers, OBC Area Manger</p> 	<p>DATE: December 13, 2023</p>
<p>DEPARTMENT: Government Administrative Office and Oneida Business Committee</p>	<p>APPROVED BY: Lisa Liggins, Secretary</p> 	<p>DATE  12/13/23</p>
<p>DIVISION: Non-Divisional</p>	<p>APPROVED BY: Oneida Business Committee at Regular BC Meeting</p>	<p>DATE: 12/13/2023</p>
<p>EEO REFERENCE NUMBER:</p>	<p>COMPLIANCE REVIEW BY: <i>EEO</i> Not Required</p>	<p>DATE:</p>
	<p>APPROVED BY: <i>Executive HR Director</i> Not Required</p>	<p>DATE:</p>

**1.0 PURPOSE**

- 1.1 To establish standard procedure to request expenditure of funds from the Oneida Business Committee’s Budget titled “Special Projects.”

**2.0 DEFINITIONS**

- 2.1 Fiscal Year: Oneida’s fiscal year begins on October 1 and ends on September 30 of each year.
- 2.2 OBC Area Manager: Position number 02974 that is responsible to carry out delegated budget responsibilities on behalf of the Oneida Business Committee, and supervises the Government Administrative Office.
- 2.3 OBC Special Projects Budget: Fund unit assigned #4272041, where OBC budgets and expends dollars to support term-specific government initiatives.
- 2.4 Mission: To strengthen and protect our people, reclaim our land and enhance the environment by exercising our sovereignty.

- 2.5 Native Nation Building: Intentional use of five (5) principles in decision-making and long-term planning which are 1) Transformational Leadership, 2) Strong Governing Systems, 3) Seventh Generation Thinking, 4) Cultural Match and 5) Sovereignty.
- 2.6 Strategic Initiative: a comprehensive plan that an organization sets out for achieving its strategic goals or long-term visions for improvement. (If a goal asks what you want to achieve, a strategic initiative explains how you can achieve it.
- 2.7 Unidentified Expense: a set amount in the OBC Special Projects Budget at the beginning of each fiscal year which does not have a pre-identified allocation.
- 2.8 Vision Statement: “A Nation of Strong Families built on Tsi?niyukwalihot^ and a strong economy.”

### **3.0 WORK STANDARDS / PROCEDURES**

- 3.1 Funds shall be budgeted in the OBC Special Projects Budget at a set dollar amount in each fiscal cycle.
  - 3.1.1 Processing the OBC Special Projects Budget in accordance with the Nation’s budget processes is the responsibility of the OBC Area Manager and/or designee(s).
    - 3.1.1.1 The Nation’s budgeting process is governed by law, Chapter 121 titled “Budget and Finances.”
  - 3.1.2 The OBC Area Manager shall provide a recommendation on the amount for the upcoming fiscal year based on a previous three (3) year expense average and any specific requests from the OBC.
  - 3.1.3 The recommended dollar amount for the upcoming fiscal year will be provided to the OBC no later than March 1 of each year.
  - 3.1.4 The OBC shall ratify or modify (increase or decrease) the recommended dollar amount no later than March 31 of each year.
  - 3.1.5 Final dollar amounts in the OBC Special Projects Budget shall be approved as part of the Nation’s approved fiscal law and policy.
- 3.2 Sign off for the OBC Special Projects Budget is delegated to the OBC Area Manger.
- 3.3 All funds expended from the OBC Special Projects budget which fall into the “Unidentified Expense” category of allocation(s), shall be approved by not less than six (6) members of the OBC.

## Procedures

- 3.4 Submitting Requests for Funding Allocation
  - 3.4.1 Each OBC member may identify a special project to be funded in an upcoming fiscal year.
    - 3.4.1.1 Requests should include a summary of the purpose and an estimated dollar amount.
      - 3.4.1.1.1 Summary and purpose should consider whether the request aligns with the Nation’s Vision, Mission, Nation Building projects or a Strategic Initiative.
    - 3.4.1.2 The OBC member should submit the request in writing to the OBC Area Manger no later than January 31<sup>st</sup> each year.
  
- 3.5 Processing Pre-Allocated Request
  - 3.5.1 Requests to expend funds for a Pre-Allocated project are submitted to the OBC Area Manager for processing.
    - 3.5.1.1 The OBC Area Manager will verify within three (3) business days, that the request is pre-allocated.
    - 3.5.1.2 Once verification is completed, the OBC Area Manager assigns the appropriate Government Administrative Office team member to work with the Requestor to complete the request in accordance with the Nation’s approved accounting procedures.
  
- 3.6 Processing “Unidentified Expense” Request:
  - 3.6.1 The Requestor submits to the OBC Area Manager, a request to identify if funds are available in the “Unidentified Expense” allocation.
    - 3.6.1.1 Within one (1) business day, the OBC Area Manager shall verify and notify the Requestor of available funds.
  
  - 3.6.2 “Unidentified Funds” Available. The Requestor is responsible to obtain OBC support to utilize the “Unidentified Expense” allocation from the OBC Special Projects Budget.
    - 3.6.2.1 Sufficient record which demonstrates support from the OBC, is a poll in which results identify at least six (6) OBC Members are in agreement with the expense.
  
  - 3.6.3 Once support to proceed is obtained, the Requestor submits the request to process along with the poll results to the OBC Area Manager for processing.
    - 3.6.3.1 The OBC Area Manager assigns the appropriate Government Administrative Office team member to work with the Requestor to complete the request in accordance with the Nation’s approved accounting procedures.

3.6.4 “Unidentified Funds” Not Available. The OBC Area Manager notifies the Requestor, and no additional action is taken to process the request.

**4.0 REFERENCES**

4.1 Oneida Nation Law, Chapter 121 titled “Budget and Finances.”

**5.0 FORMS**

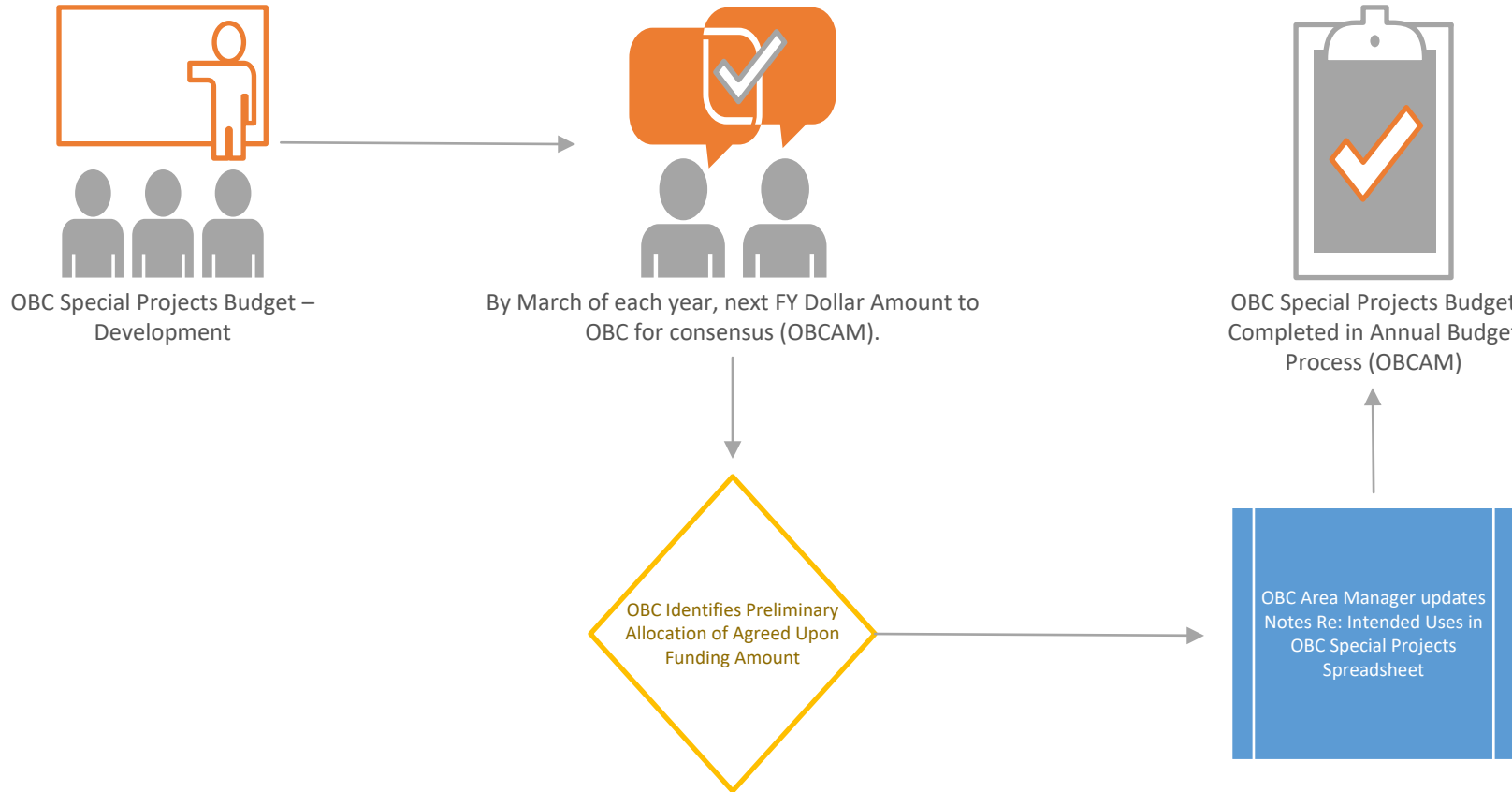
5.1 OBC Special Projects Request Form

**6.0 FLOW CHART**

6.1 Processing Expenditure Requests from the OBC Special Projects Budget

6.2 Identifying and Validating Requested Allocations for the OBC Special Projects Budget.

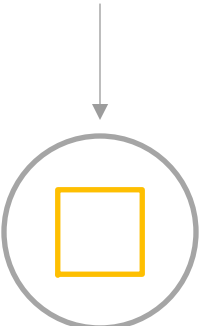
Identifying and validating requested allocations for the OBC Special Projects Budget.



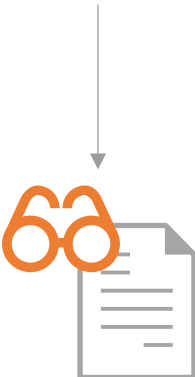
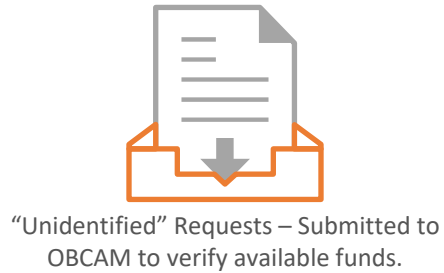
# Processing Expenditure Requests from the OBC Special Projects Budget



Request is verified as pre-allocated



Request is completed by GAO after verification

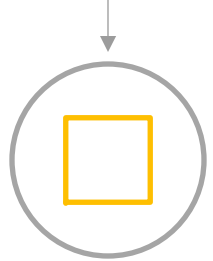


Request for funds reviewed against approved budget & response provided to requestor



Funds Available – Requestor submits to OBC for consensus approval

Funds Not Available – Requestor is notified & request is not processed.



Request is completed by GAO once consensus is achieved

# Oneida Business Committee Special Projects Request

## Submitting Requests for Funding Allocation

- Each OBC member may identify a special project to be funded in an upcoming fiscal year.
  - Requests should include a summary of the purpose and an estimated dollar amount.
  - Summary and purpose should consider whether the request aligns with the Nation’s Vision, Mission, Nation Building projects or a Strategic Initiative.
  - The OBC member should submit the request in writing to the OBC Area Manger no later than January 31<sup>st</sup> each year.

Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Estimated Expense: \_\_\_\_\_

Summary of Purpose:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. Appoint Michelle Tipple as the Oneida Nation representative on the Northeast Wisconsin Healthcare Emergency Response Coalition (01:39:56)**

Sponsor: Mark W. Powless, General Manager

Motion by Brandon Yellowbird-Stevens to appoint Michelle Tipple as the Oneida Nation representative on the Northeast Wisconsin Healthcare Emergency Response Coalition, seconded by Lisa Liggins.

Motion carried:

Ayes: Lawrence Barton, Jonas Hill, Lisa Liggins, Kirby Metoxen, Marlon Skenandore, Jameson Wilson, Brandon Yellowbird-Stevens

Not Present: Jennifer Webster

**C. Approve the CY-2024 vacancy postings for Boards, Committees, Commissions, Tribally Chartered Entities, and Standing Committees (01:40:35)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to approve the CY-2024 vacancy postings for Boards, Committees, Commissions, Tribally Chartered Entities, and Standing Committees, seconded by Brandon Yellowbird-Stevens. Motion carried:

Ayes: Lawrence Barton, Jonas Hill, Lisa Liggins, Kirby Metoxen, Marlon Skenandore, Jameson Wilson, Brandon Yellowbird-Stevens

Not Present: Jennifer Webster

**D. Approve OBC SOP entitled OBC Special Projects Budget Expenditure of Funds (01:41:49)**

Sponsor: Lisa Summers, OBC Area Manager

Motion by Lisa Liggins to approve OBC SOP entitled OBC Special Projects Budget Expenditure of Funds, seconded by Jameson Wilson. Motion carried:

Ayes: Lawrence Barton, Jonas Hill, Lisa Liggins, Kirby Metoxen, Marlon Skenandore, Jameson Wilson, Brandon Yellowbird-Stevens

Not Present: Jennifer Webster

**E. Research Request: Drs. Webster and Stevens - Community Support Request - Seeds of Tomorrow: Nurturing Roots of Oneida Governance (01:43:10)**

Sponsor: Jo Anne House, Chief Counsel

*Secretary Lisa Liggins left at 10:17 a.m.*

Motion by Lisa Liggins to approve research request, consistent with resolution # BC-05-08-19-A, Research Requests: Review and Approval to Conduct, and, in accordance with: a.) Resolve #2(3), Drs. Webster and Stevens are required to submit the final draft research paper for review; b.) Resolve #2(4), Drs. Webster and Stevens are required to submit a copy of the published work and can request to present the research findings to the Oneida Business Committee; and c.) Resolve #5, any further use of this research information is subject to authorization by the Oneida Business Committee, seconded by Jameson Wilson. Motion carried:

Ayes: Lawrence Barton, Jonas Hill, Kirby Metoxen, Marlon Skenandore, Jameson Wilson

Abstained: Brandon Yellowbird-Stevens

Not Present: Lisa Liggins, Jennifer Webster