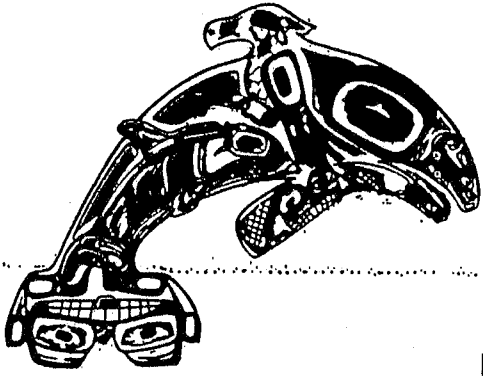


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SQUAXIN ISLAND TRIBE

RESOLUTION NO. 89-41 of the SQUAXIN ISLAND TRIBAL COUNCIL

WHEREAS, the Squaxin Island Tribal Council is the Governing Body of the Squaxin Island Indian Reservation by authority of the Constitution and By-laws of the Squaxin Island Tribe, as approved and adopted by the General Body and the Secretary of the Interior on July 8, 1965; and

WHEREAS, the Squaxin Island Tribal Council has been entrusted with conducting the business of the Squaxin Island Tribe, and

WHEREAS, the Squaxin Island Tribal Council has allowed and recognized special accounts for the Youth fund, Elder's fund, Recreation fund, and any other fund in existence or created in the future.

WHEREAS, these special funds are not under the formal accounting procedures in the Enterprises or Administrative Divisions.

WHEREAS, the Squaxin Island Tribal Council finds it necessary to establish policies and procedures for the protection of all involved and for the assurance that said funds are used to promote the well being and growth of the Squaxin Island Tribal Membership.

NOW THEREFORE BE IT RESOLVED, that the Squaxin Island Tribal Council does hereby adopt the attached SPECIAL FUNDS POLICIES AND PROCEDURES to become effective August 23, 1989.

C E R T I F I C A T I O N

The Squaxin Island Tribal Council does hereby certify that the foregoing Resolution was adopted at a regular meeting of the Squaxin Island Tribal Council, held on this 23rd day of August, 1989, at which time a quorum was present and was passed by a vote of 3 for, and 0 against and 0 abstentions.

David Lopeman
David Lopeman, Chairman

Attested by: Jim Peters
Jim Peters, Secretary

Evie Allen
Evie Allen, Vice Chairperson



SPECIAL FUNDS

CASH MANAGEMENT POLICIES AND PROCEDURES

These policies and procedures, adopted by the Squaxin Island Tribal Council by Resolution No. 89-41 effective date August 23, 1989, apply to all funds within the Tribe that are not under the formal accounting procedures in the Enterprises or Administrative Divisions. Such funds as the youth fund, recreation fund, elder's or senior's fund and any other fund now in existence or created in the future will be in compliance with these procedures.

The funds must be recognized by the Council. Existing funds will apply for recognition within thirty days after adoption of these policies and procedures.

A board or committee will be formed for each fund and the majority of members will be non-staff members. These boards/committees will consist of three or more members, all of whom except staff members will have an interest in the group for whom the fund is established, such as a parent on the youth fund board/committee. The board/committee will be selected by the interest group. The staff member representative to the fund will be selected by the Tribal Administrative Director and will keep the secretary to the Tribal Council informed of the current names of members of the board/committee. The initial board/committee will be selected and the council secretary informed of the names of members within thirty days after passage of these policies. A primary function of the board/committee shall be to adopt a written policy on what available funds may be spent and an annual budget. The board/committee will appoint a fund custodian.

Each fund shall adopt a written policy which will include as a minimum the fund name, purpose, to whom the fund is applicable, what generally the funds can be used for, selection method for the governing body (number, officers, term of office), and designate a fiscal year. (The Tribal fiscal year is October 1 to September 30.)

Financial Management and Bookkeeping.

A fiscal year will be established.

An annual fiscal year budget will be produced by the start of the fiscal year, the principal purpose of which is to establish authorized expenditures. The budget will reflect, as a minimum, actual and anticipated revenues and the source, and authorized expenditures. Expenditures will not exceed revenues and will be defined explicitly enough that the funds can be spent without further approval action. All revenues (available funds) do not need to be identified as expenditures; a reserve may be shown on the budget. Expenditures from the reserve must be specifically and by item approved by the board/committee prior to commitment to spend.

A bookkeeping method will be developed and maintained under the supervision and training of the accounting section of the administrative services department. Minimum records will be a ledger, receipts file, checkbook and bank statements file.

The fund bookkeeper will present the financial files after reconciliation of the monthly bank statement to the accounting section who will review the books. Records shall be subject to further reviews and audits without notice by the administrative services manager and the tribal administrative director.

Cash receipts will be acknowledged in writing to the person from whom cash is received and a copy of the receipt filed in the fund records. The cash amount will be entered immediately in the register and deposited in the bank the same day or before noon the next day if the cash is received after banking hours. No cash will be retained in any form to include a petty cash fund.

Funds will be deposited in interest bearing checking accounts. Any funds over \$500.00 that will not be spent within six months according to the budget will be invested in insured higher interest bearing funds such as certificates of deposit.

Board/committee members and check signers will be bonded if funds in an account exceed \$5,000.00 for an anticipated (budgeted) 12 months.

Checks will be signed by two persons, only one of whom may be a staff member.

PROPERTY ACCOUNTABILITY

Accountable property is defined as any item purchased by a fund or contributed to an interest group which can be used more than once and those items of stock awaiting use. For instance, in the latter case, if 500 paper plates are purchased each use will be subtracted until the balance reaches zero.

Property accountability records will list the purchased item, date of purchase, and date(s) and amount of each consumption. Items such as baseball bats that have a long life would remain on the property list until lost or destroyed. A remark column on the property list will indicate final disposition of long life items.

Property will be receipted out to users in writing and a file maintained of these receipts. The required date of return will be entered on the receipt and follow-up action will be taken by the fund custodian to have the equipment returned. Periodic audits will be made by the administrative services manager or administrative director to determine if the accountable property on hand and on receipt equals the listed property.

Consumable commodities purchased or acquired (such as fish, oysters, bread), which cannot be kept in inventory by freezing, etc. to be used later, will be distributed to the Tribal elders or families in need.

Interest group committees will make the decision of where the consumables will be distributed. Staff members may not be considered to receive any such goods.