

**The Little Traverse Bay Bands of Odawa Indians
Receipt of Funds and Program Revenue Policy**

SECTION I. PURPOSE

The purpose of this policy is to inform departments of The Little Traverse Bay Bands of Odawa Indians and its clients of the actions that The Tribe will take when receiving funds for client or customer purposes.

SECTION II. SCOPE

This policy applies to all departments of The Little Traverse Bay Bands of Odawa Indians that receive funds for client purposes, or other program revenues, including but not limited to Accounting, Archives and Records, Education, Elder's Program, Health Clinic, Health Department, Housing, Human Services, Law Enforcement, Natural Resources, Pow Wow Committees, Substance Abuse, Tribal Administration, Tribal Court, and Gaming Regulatory.

SECTION III. POLICY

When receiving funds from a client, or for fundraising events, departments must comply with procedures established pursuant to this policy which will require a full audit trail of the funds from receipt from the client or customer to the deposit to the Tribe's bank accounts. The accounting department will establish procedures for proper documentation of the transaction. That documentation will include either the use of prenumbered receipt books or a cash register that can document and summarize numerous transactions.

Departments that receive checks for payments of services will verify the identification of the person issuing the check in accordance with procedures adopted by the accounting department. Checks may not be accepted for more than the amount of the goods or services being rendered.

ALL FUNDS MUST BE TAKEN TO THE ACCOUNTING DEPARTMENT FOR DEPOSIT TO TRIBAL ACCOUNTS. No cash funds may be used to pay for expenses of a program or for personnel use.

All funds must be secured in a locked container, in a secure area of the department until they are taken to the Accounting department for deposit, funds shall be taken to accounting when there is \$25.00 in cash and checks or once per week, which ever occurs first. Funds shall not be held over the weekend by any department.

All funds must be hand delivered to the Accounting department, inter-office envelopes may not be used.

Receipt of Funds and Program Revenue Policy page 2 of 2

When the funds are received in accounting they will be counted in the presence of the departmental personnel and properly receipted and deposited to the Tribes accounts in a timely manner. All cash held in the accounting office must be placed in the safe at the end of each business day.

NSF's Any check returned to the Tribe against a closed account or an account with insufficient funds is in violation of civil law and in certain situations criminal law and shall be assessed a fee of \$25.00. In the case of rent payments, mortgage payments, and court fines and fees, The Little Traverse Bay Bands of Odawa Indians considers a returned item as nonpayment and the rent payment, mortgage payment, and/or court fines and fees shall be considered unpaid and outstanding until payment is received. Cash or money order can only be used to make payment of the returned item and must include the return check fee. The Tribe may refuse to accept checks from individuals who have previously had checks, drafts or orders returned against a closed account or an account with insufficient funds for a period of one (1) year from the date the item was returned.

Upon receipt of the returned item The Little Traverse Bay Bands of Odawa Indians' Accounting Department shall send two (2) notices to the client, at the address listed on the check, via certified mail, that the item was returned, of the fee that is being assessed, the method of repayment, and where payment must be remitted. If the Tribe does not receive a response to the notices, the returned item shall be forwarded to the Prosecuting Attorney for further action.

Program Revenues

Grant programs that collect funds from clients or customers may use these funds only in the furtherance of the grant objectives. When a grant fund is supplemented with Tribal support dollars the funds will be used to offset the need for Tribal supplemental dollars. All such funds collected must be turned into accounting as outlined above.

When a General Fund program receives proceeds from clients or customers from the sale of product or services those funds may be used to provide additional budget dollars for the event. Any unspent funds will be used to offset the cost to the Tribal Government and may not be carried over to future periods unless such proceeds exceed the current years allocated supplemental funds and or the expenditures of the program. All such funds collected must be turned into accounting as outlined above.

(Example: Kings Supper. Tribal government allocated \$3,000 for the event. In the course of the event donations of \$1,000 were received. If \$3,500 was expended the Tribe's supplement would be reduced to \$2,500. If \$4000 had been collected in donations and the cost was \$3,500 the Tribal supplement would be reduced to zero and the program could carryover the remaining \$500. If donations of \$500 were received and expenditures were \$3200 The Tribal supplement would be reduced to \$2700 and no funds would be carried forward.)