WAGANAKISING ODAWAK STATUTE 1998001
BUDGET FORMULATION PROCESS

I. PURPOSE AND SHORT TITLE

The purpose of this statute is to mandate procedures and deadlines for the Tribal Council to follow in the formulation of the annual Tribal governmental budget. It may be cited as the "Budget Act."

II. FISCAL YEAR

The fiscal year shall be from January 1 to December 31.

III. AVAILABILITY OF FUNDS

By February 15 of each year, the Tribal Council shall approve an estimate of Tribal funds that will be available for distribution to programs. This amount shall be adjusted upon the availability of audited figures.

IV. STEPS IN PREPARATION OF ANNUAL BUDGET

A. **Department Proposals.** By March 1 of each year, each Tribal Department shall submit a proposed budget to the Tribal Administrator. The proposal shall include a statement of needs, a budget, the population to be served and eligibility requirements.

B. **Executive Draft.** By March 15 of each year, the Tribal Chair in consultation with the Tribal Administrator, Tribal Treasurer, and Chief Financial Officer shall prepare and present a proposed budget to the Tribal Council. This proposed budget will be based largely on the recommendations of the Departments, but will also be subject to the Tribal Chair, Tribal Administrator, Tribal Treasurer and Chief Financial Officer's own knowledge of needs and funding availability.

C. **Tribal Council Draft.** By April 15 of each year the Tribal Council shall prepare a draft budget which may or may not be identical to the budget presented by the Executive.

D. Tribal Membership Input.

1. The Tribe shall provide copies of the Tribal Council draft budget to LTBB members upon request. Members shall be given reasonable notice, such as an announcement in the newsletter, of the availability of the draft budget.

2. Between April 15 and May 15 of each year the Tribal Council shall present its draft budget to the membership at large at an open session of the Tribal Council. Members shall be given reasonable notice, such as an announcement in the newsletter of the date, time and location of such meeting. Each program budget will be presented and there will be time for comments from Tribal Council, Tribal administration, and Tribal membership.

E. Reconciliation of Requests with Available Funding. The Tribal Council will reconcile budget requests with available funding between May 15 and June 15.

F. Final Approval of Budget by Tribal Council. The final budget shall be approved and adopted by the Tribal Council during the month of June, and sent to Tribal members upon request.

V. AVAILABILITY AND SURPLUS FUNDS

A. Funding Availability. Programs and budgeted items shall be subject to funding availability.

B. Surplus Funds. Surplus funds remaining at the end of the fiscal year may be carried forward for reallocation by the Tribal Council in the next fiscal year if allowed by existing regulations. December 31 will be the cut-off date for processing program invoices. Outstanding invoices after the cut-off date will be debited in the subsequent year. The outstanding expenditures will be covered with carry-over funds.

VI. MID-YEAR REVIEW AND TWELVE MONTH REVIEW

The Tribal Council shall review the budget at mid-year and during the month of

December and reallocate funds as needed, based on the recommendations of the Executive. The Tribal Council shall have the right to make emergency allocations or reallocations of funds as needed and to borrow money to cover such allocations or reallocations if necessary.

VII. MODIFICATIONS

A. All program budget modifications that exceed five percent (5%) must be approved by the Tribal Council. Program budget modifications that do not exceed five percent (5%) must be approved the Tribal Administrator.

B. Any change in the scope of a program must be approved by the Tribal Council.

Certification

As Tribal Chairman and Tribal Secretary, the undersigned certify that this Budget Formulation Process Statute was duly enacted by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on January 25, 1998, at which a quorum was present, by a vote of 5 in favor, 0 opposed, and 0 abstentions as recorded by this roll call.

	In Favor	Opposed	Abstained	Absent
George Anthony	✓			
Michelle Chingwa				✓
Frank Ettawageshik				✓
Barry Laughlin	✓			
Shirley Oldman	✓			
Rita Shananaquet	✓			
Alice Yellowbank	✓			

Date: 1-25-98

Shirley Oldman, Acting Tribal Chairman

Barry Laughlin, Tribal Secretary