LEGISLATION NO: _0002-20_____ SPONSOR: Jamie Henio

TITLE: An Action Relating to Budget and Finance Committee; rescinding Resolutions BFJY-114-86, relating to the use of proceeds from the sale of Tribal Vehicles and BFD-37-14, Relating to Purchase Card Policies; amending Resolution BFJA-01-02, relating to the Employee Travel Policies and Procedures; approving the Policies of the Navajo Nation Office of the Controller

Date posted: January 3, 2020 at 12:25pm

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DATE: December 26, 2019

TITLE OF RESOLUTION: AN ACTION RELATING TO BUDGET AND FINANCE COMMITTEE; RESCINDING RESOLUTIONS BFJY-114-86, RELATING TO THE USE OF PROCEEDS FROM THE SALE OF TRIBAL VEHICLES AND BFD-37-14, RELATING TO PURCHASE CARD POLICIES; AMENDING RESOLUTION BFJA-01-02, RELATING TO THE EMPLOYEE TRAVEL POLICIES AND PROCEDURES; APPROVING THE POLICIES OF THE NAVAJO NATION OFFICE OF THE CONTROLLER

PURPOSE: The purpose of this resolution is approve revisions to the Policies for the Office of the Controller.”

This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate to review each proposed resolution in detail.
PROPOSED STANDING COMMITTEE RESOLUTION

24th NAVAJO NATION COUNCIL—First Year, 2019

INTRODUCED BY

[Signature]

Primary Sponsor

TRACKING NO. 0002-20

AN ACTION

RELATING TO BUDGET AND FINANCE COMMITTEE; RESCINDING
RESOLUTIONS BFY-114-86, RELATING TO THE USE OF PROCEEDS FROM
THE SALE OF TRIBAL VEHICLES AND BFD-37-14, RELATING TO PURCHASE
CARD POLICIES; AMENDING RESOLUTION BFJA-01-02, RELATING TO THE
EMPLOYEE TRAVEL POLICIES AND PROCEDURES; APPROVING THE
POLICIES OF THE NAVAJO NATION OFFICE OF THE CONTROLLER

BE IT ENACTED:

SECTION ONE. AUTHORITY

A. The Budget and Finance Committee is the oversight committee for the Office of the
   Controller. The Budget and Finance Committee is empowered to review, recommend or
   propose the adoption, amendment or rescission of Plans of Operation for divisions and
   offices over which it has oversight authority. 2 N.N.C. § 301(B)(13).

B. The Budget and Finance Committee is empowered to promulgate policies and regulations
   concerning wages, expenditure reimbursement, and fringe benefits for Navajo Nation
   officials and employees. 2 N.N.C. § 301(B)(8).

SECTION TWO. FINDING
A. The Budget and Finance Committee previously approved resolutions relating to policies and procedures for the Office of the Controller including: BFJY-114-86 Relating to The Use of Proceeds from the Sale of Tribal Vehicles, BFJA-01-02, Relating to The Employee Travel Policies and Procedures, and BFD-37-14, Relating to Purchase Card Policies.

B. The Budget and Finance Committee of the Navajo Nation held a work session on September 12, 2019 with the Office of the Controller to discuss the current and proposed policies.

C. The "Policies for the Navajo Nation Office of the Controller" (the "Policies") are attached as Exhibit A.

D. The Policies govern the following areas: Accounts Payable, Accounts Receivable, Cashiers, Contract Accounting, Financial Statement, General Accounting, Investment, Office Supply Center, Office of the Controller Administration, Payroll, Purchase Card, Property Management, Travel, and Systems.

E. Procedures for the Office of the Controller, to the extent they are internal processes of the Office of the Controller, may be promulgated by the Controller without further approval by the Budget and Finance Committee. However, any processes that detail the methods to be employed by customers, Navajo Nation government employees, contractors, or elected officials, are considered regulations.

F. All regulations for the Office of the Controller shall be approved by the Budget and Finance Committee.

SECTION THREE. RESCINDING RESOLUTIONS BFJY-114-86 and BFD-37-14.

The Budget and Finance Committee rescinds the following previously approved policies of the Navajo Nation Office of the Controller: BFJY-114-86 "Relating to The Use of Proceeds from The Sale of Tribal Vehicles", and BFD-37-14, "Relating to Purchase Card Policies."
SECTION FOUR. AMENDING BFJA-01-02, THE EMPLOYEE TRAVEL
POLICIES AND PROCEDURES HANDBOOK

The Budget and Finance Committee amends Resolution BFJA-01-02, "The Employee
Travel Policies and Procedures Handbook." The policies in Resolution BFJA-01-02
are replaced by the Policies approved in Exhibit A. The procedures in Resolution
BFJA-01-02 remain in effect until such time as the Budget and Finance Committee
approves travel regulations to replace Resolution BFJA-01-02.

SECTION FOUR. DIRECTIVE TO THE CONTROLLER

A. Any regulations, as defined in section 2, paragraph E, above, shall be approved by
the Budget and Finance Committee.

B. The Controller is directed to review Resolution BFJA-01-02 and submit proposed
travel regulations for approval by the Budget and Finance Committee within 90
days from the date this resolution is approved.

SECTION FIVE. APPROVAL

The Budget and Finance Committee approves the Navajo Nation Office of the
Controller Policies as attached in Exhibit A.