

THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: \_0002-20\_\_\_\_\_

SPONSOR: Jamie Henio

**TITLE: An Action Relating to Budget and Finance Committee; rescinding Resolutions BEJY-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 BEJA-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

Digital comments may be e-mailed to [comments@navajo-nsn.gov](mailto:comments@navajo-nsn.gov)

Written comments may be mailed to:

Executive Director  
Office of Legislative Services  
P.O. Box 3390  
Window Rock, AZ 86515  
(928) 871-7590

**Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.**

**Please note:** This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*

**LEGISLATIVE SUMMARY SHEET**

Tracking No. 0002-20

**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.**

5-DAY BILL HOLD PERIOD: 2305  
Website Posting Time/Date: \_\_\_\_\_  
Posting End Date: 01/08/20  
Eligible for Action: 01/09/20

1 PROPOSED STANDING COMMITTEE RESOLUTION  
2 24<sup>th</sup> NAVAJO NATION COUNCIL—First Year, 2019

3 INTRODUCED BY

4 

5 Primary Sponsor

6 TRACKING NO. 0002-20

7 AN ACTION

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

14 BE IT ENACTED:

15 SECTION ONE. AUTHORITY

- 16 A. The Budget and Finance Committee is the oversight committee for the Office of the  
17 Controller. The Budget and Finance Committee is empowered to review, recommend or  
18 propose the adoption, amendment or rescission of Plans of Operation for divisions and  
19 offices over which it has oversight authority. 2 N.N.C. § 301(B)(13).
- 20 B. The Budget and Finance Committee is empowered to promulgate policies and regulations  
21 concerning wages, expenditure reimbursement, and fringe benefits for Navajo Nation  
22 officials and employees. 2 N.N.C. § 301(B)(8).

23 SECTION TWO. FINDING

- 1 A. The Budget and Finance Committee previously approved resolutions relating to  
2 policies and procedures for the Office of the Controller including: BFJY-114-86  
3 Relating to The Use of Proceeds from the Sale of Tribal Vehicles, BFJA-01-02,  
4 Relating to The Employee Travel Policies and Procedures, and BFD-37-14,  
5 Relating to Purchase Card Policies.
- 6 B. The Budget and Finance Committee of the Navajo Nation held a work session on  
7 September 12, 2019 with the Office of the Controller to discuss the current and proposed  
8 policies.
- 9 C. The "Policies for the Navajo Nation Office of the Controller" (the "Policies") are  
10 attached as **Exhibit A**.
- 11 D. The Policies govern the following areas: Accounts Payable, Accounts Receivable,  
12 Cashiers, Contract Accounting, Financial Statement, General Accounting, Investment,  
13 Office Supply Center, Office of the Controller Administration, Payroll, Purchase Card,  
14 Property Management, Travel, and Systems.
- 15 E. Procedures for the Office of the Controller, to the extent they are internal  
16 processes of the Office of the Controller, may be promulgated by the Controller  
17 without further approval by the Budget and Finance Committee. However, any  
18 processes that detail the methods to be employed by customers, Navajo Nation  
19 government employees, contractors, or elected officials, are considered  
20 regulations.
- 21 F. All regulations for the Office of the Controller shall be approved by the Budget  
22 and Finance Committee.

23  
24 **SECTION THREE. RESCINDING RESOLUTIONS BFJY-114-86 and BFD-**  
25 **37-14.**

26 The Budget and Finance Committee rescinds the following previously approved  
27 policies of the Navajo Nation Office of the Controller: BFJY-114-86 "Relating to  
28 The Use of Proceeds from The Sale of Tribal Vehicles", and BFD-37-14, "Relating to  
29 Purchase Card Policies."  
30

1       **SECTION FOUR. AMENDING BFJA-01-02, THE EMPLOYEE TRAVEL**  
2       **POLICIES AND PROCEDURES HANDBOOK**

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

8  
9       **SECTION FOUR. DIRECTIVE TO THE CONTROLLER**

- 10      A. Any regulations, as defined in section 2, paragraph E, above, shall be approved by  
11      the Budget and Finance Committee.
- 12      B. The Controller is directed to review Resolution BFJA-01-02 and submit proposed  
13      travel regulations for approval by the Budget and Finance Committee within 90  
14      days from the date this resolution is approved.

15  
16      **SECTION FIVE. APPROVAL**

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