

Mille Lacs Band of Ojibwe
Office of Management and Budget (OMB) Policies and Procedures

- I. Introduction
- II. Procurement-
 - Purchase Orders
 - Check Requests
 - Contracting
 - Travel/Mileage
- III. Payroll
- IV. Cash Receipts
- V. Grant Management
- VI. Monthly Expenditure Reports/Budgeting
- VII. Fiscal Year-End Procedures
- VIII. Insurance
- IX. Credit/Debit Card Receipt Procedures
- X. Excluded Parties Listing Search Procedures



OMB STAFF	TITLE	PRIMARY RESPONSIBILITY
Mel Towle	Commissioner of Finance	OMB Supervision
Chris Waite	Assistant to the Commissioner of Finance	Accounting, audit, special projects
Joni Wall	Financial Analyst	Contract review/budget changes/grants/fiscal audits
Katy Radunz	Finance Officer	Supervises day-to-day operations/staff
Kathy Heyer	Accountant	Minor Trust and Per Cap distributions
Deb Benthin	Accounts Payable Specialist	Process vendor payments/vendor issues
Pam Boyd	Loan Specialist	Manages Band loan programs/COH Processing/Travel
Valerie Thomas	Grants Reporting Specialist	Fiscal Reporting of Federal/State/Private Grants
Laurie Hartman	Grants Reporting Specialist	Fiscal Reporting of Federal/State/Private Grants
Vacant	Administrative Assistant	Insurance matters/financial processing
Jean Schaefer	Payroll Specialist	Processes Band payroll/PPAN entry
Tristan Davis	Purchasing/Cash Receipts	Process P.O.'s & cash receipts
Emily Wagner	Office Assistant	Receptionist, office assistant, discretionary loans
Nancy VanGeest	File Clerk	Filing/document retrieval
Alyssa Comey	Per Cap Assistant	Assist with Per Cap distribution
Vacant	Per Cap Assistant	Assist with Per Cap distribution
Stephanie Souer	Financial Assistant	Accounting projects

Attachments:

- Exhibit 1 - Blank requisition
- Exhibit 2 - Sample completed requisition
- Exhibit 3 - Sample purchase order
- Exhibit 4 - Sample invoice attached to purchase order
- Exhibit 5 - Blank check request
- Exhibit 6 - Sample completed check request
- Exhibit 7 - Sample invoice attached to check request
- Exhibit 8 - Blank service contract
- Exhibit 9 - Contract compliance cover sheet
- Exhibit 10 - Sample completed service contract with check request and invoice
- Exhibit 11 - Contract addendum form
- Exhibit 12 - Blank travel expense statement
- Exhibit 13 - Sample completed pre-trip report
- Exhibit 14 - Sample trip support documentation
- Exhibit 15 - Sample post-trip report with support documentation
- Exhibit 16 - Rental car policy
- Exhibit 17 - Blank monthly mileage report
- Exhibit 18 - Sample completed monthly mileage form
- Exhibit 19 - Mileage chart
- Exhibit 20 - Sample monthly expenditure report
- Exhibits 21-23 - Sample budget revision forms
- Exhibit 24 – Suspension/Debarment Vendor Policy – “How to Check”

I. Introduction

- OMB seeks to promote the strong financial condition of the Band.

- OMB wants to provide good service to departments so you can do your jobs. Communication from departments helps OMB do a better job. If changes are occurring in which employee is handling a program please send a memo up to OMB so we know who to call to resolve problems if they occur.

- OMB does not enjoy rejecting transactions and pointing out mistakes as it takes more time to handle a transaction more than once. Please recognize that OMB handles a huge volume of transactions. OMB does not have the luxury to spend several minutes correcting problems with each item processed in OMB. We need your cooperation! Items correctly submitted to OMB the first time reduce the processing time and frustration for you and OMB.

- OMB faces numerous outside parties who want to review our financial information (auditors/grant monitors/Internal Revenue Service). This is why it is so important the Band's transactions are properly supported. Any transaction should be clear as to its purpose and how the amount is supported based on the attached documentation.

II. Procurement

Purchase Orders:

Under Band Statute, a requisition form must be filled out whenever you are purchasing merchandise or equipment from a vendor. The vendor's name and address need to be listed along with the date requested and by whom. The dollar amount needs of the transaction must be listed, including shipping, if there is any. The appropriate accounting code must be listed on the requisition. Then, the appropriate authorized signer must approve the requisition. Submit requisitions to Purchasing at the Government Center-Office of Management & Budget. Please note that under Band statute, before ordering items of value over \$5,000; three quotes from vendors must be obtained. Also under the Band Statute, sealed bidding procedures, which includes formal advertising, must be followed for those goods costing in the aggregate of more than \$25,000.

Copies of all quotes and bids should be attached to the requisition to demonstrate compliance with the bid process.

Purchasing will create a purchase order from your requisitions. A purchase order is important because it indicates to the vendor that the Band is committed to paying for merchandise. Our purchase order form also indicates our tax -exempt number so vendors will not charge us tax. Upon receiving the purchase orders from OMB, departments will mail, fax or give a copy to the vendor, depending on how staff wanted to handle the purchase order. If you are taking the actual purchase order to the vendor to pick up the merchandise, please make sure the vendor writes the purchase order number on the receipt/invoice. Attach the receipt/invoice to a copy of the purchase order. Once all merchandise on a purchase order has been received, sign off on the bottom line and return the copy and invoices to Accounts Payable in OMB.

Sometimes, the invoice is mailed directly to OMB. In this situation, OMB will send the invoice to the department for matching with the printed purchase order report. Once matched, the department should submit the packet to OMB for payment processing. Occasionally, an item listed on a purchase order is back ordered. If this the case and you have received an invoice for a partial shipment, please make a copy of the purchase order and mark it "**Backordered items--do not liquidate balance of purchase order**" and turn it in with the invoice. When the remainders of the items come in, turn the invoices in with a copy of the purchase order.

Blanket Purchase Orders

A blanket purchase order is a purchase order made out to a vendor that covers recurring purchases for a month. A blanket purchase order is used to set up a charge relationship when you may be able to anticipate the exact goods needed. (For an example, the elderly feeding program receives a blanket purchase order for Upper Lake's Foods each month since they do not know the exact food they will serving all month.) You will have to determine, depending on the needs of the program, as to the need for a blanket purchase order verses an itemized purchase order. Requisitions for blanket. purchase orders must be in no later than the first Friday of the month. After the end of the month, please attach all original invoices to a copy of the purchase order and turn into OMB for payment.

OMB does not payoff statements-invoices only to ensure duplicate payments are not made.

OMB's purchase requisition processing calendar is detailed below:

If proper paperwork is received by:
Noon on Wednesday
Noon on Friday

Purchase Order ready by:
Noon on Friday
Noon on Tuesday

NOTE-Proper paperwork means legible requisition, complete requisition, signed off by an authorized signer, accounting code makes sense for transaction and funds are available in the budget to process the transaction. Please note, occasionally Band Holidays can disrupt the purchase order-processing calendar.

Emergency P.O.'s

If an item is needed for an emergency, please call OMB to obtain an emergency purchase order. We will do a manual PO for you to pick up or we will fax it to you. NOTE- failure to plan ahead does not constitute an emergency only unforeseen circumstance i.e. for some reason you are unable to reach OMB in an emergency, use good judgment in committing the Band to a purchase. Remember to indicate tax-exempt status to vendors. All other purchases made without a purchase order are done so without the confidence that the Band is committed to paying for the merchandise.

Check Requests

For items not paid to vendors through the purchase order process (i.e. phone bills, Fleege water deliveries, etc.), a check request is prepared to initiate payment. Check requests should indicate date, payee, amount, proper accounting code, and must be signed by a authorized signer. An employee may not sign check requests for himself/herself or for a close family member.

If the department would like the check back to personally deliver or mail to the vendor, please use a check request form with the notation "Return to Dept" on the bottom, or write a note as to where the check should go on the bottom of the check request. (See exhibit 6). If the check is an advance payment, please submit supporting invoices or receipts for OMB to attach to the check packet within five (5) days of the payment. A payment to McDonald's for a field trip is an example of an advance payment check.

Note: Checks for amounts over \$10,000.00 need to be approved by the Chief Executive and the Secretary Treasurer. This may add an additional processing time of one to two weeks for these larger checks.

OMB ' s check processing calendar is detailed below

<u>If proper paperwork is received by:</u>	<u>Check is ready by:</u>
Noon on Wednesday	Noon on Friday
Noon of Friday	Noon on Tuesday

Again, proper paperwork means legible check request, complete check request, signed by an authorized signer, accounting code makes sense for transaction and funds are available in the budget to process the transaction. Please note, that occasionally, Band Holidays can disrupt the check processing calendar.

Remember, if you use a purchase order to obtain an item, check requests are not necessary. Purchase orders are not needed for contracted items.

Contracting

Service contracts need to be completed and approved before an individual or company performs services to the Band. Service contracts protect the Band by establishing the scope of work and payment terms governing the transaction. Service contract language also protects the sovereignty of the Band. If you are in doubt as to the need for the completion of a service contract, please check with your supervisor. As required by Band Statute and contracting policies, OMB is required to review all contracts in advance to ensure that funds are available to pay the contractor. Contracts over \$5,000 must have three bids included, or a memo detailing that it is special procurement and three quotes are not available. In addition, contracts over \$5,000, must have the approval of the Band's Office of Solicitor General. Executive Branch contracts over \$5,000 must also be approved by the Administrative Policy Board.

Contracts over \$25,000, and all legal contracts must be ratified by the Band Assembly. See the attached contract processing check sheet. When a contractor is to be paid, complete a check request form to initiate payment and attach a copy of the fully signed contract and billing information.

Vendor Statements / Vendor Relations

If you receive a monthly statement *from* a vendor (i.e. listing that shows outstanding bills to be paid), please check your records to determine if you have submitted the proper, paperwork to initiate payment. Please help us prevent unnecessary spending on finance and interest charges for late payments. If you have any questions about outstanding bills, contact Accounts Payable in OMB.

Please do not hold vendor invoices when there is a problem (i.e. budget is exceeded, etc.). Take the necessary steps to fix the problems so we can pay the vendor as soon as possible. OMB does not want the Band to have the reputation as poor bill payers.

New Vendors can be used if a complete address, and billing information is sent to OMB. A purchase order is asking for credit, so ask if they will take ours. They may ask you to fill out a credit application first. Send this to the Accounts Payable Specialist in OMB.

Travel/Mileage:

Out of Town Travel

Out of town travel must be approved by your supervisor or Commissioner in advance of a trip. The traveler must complete a pre-trip travel report and submit it to OMB in order to receive funds for the travel. Pre-trips must be coded with an appropriate accounting code and signed by authorized signer. Non-local travel usually is coded to 4450-xxx-xxxx-x. Seminar registrations/training are coded to training, 5000-xxx-xxxx-x. Federal travel regulations must be followed. These regulations mandate if meals are included on a trip (i.e. as part of a seminar), then the per diem claim must be reduced to reflect such an item. Following these regulations also mandate the first and last calendar day of travel is calculated at 75%. See (Exhibit 13 cont.). Band policies require that a traveler must be gone more than 12 hours before eligible for per diem. Pre-trip requests must be accompanied by supporting documentation (i.e. seminar agenda, meeting notice etc.). Date and times of travel request should make sense given the timing of the meeting/seminar. If it is not obvious why a traveler is leaving early for a trip or staying late, please provide additional explanation. (Keep in mind auditors, program monitors, and the Internal Revenue Service review our records.)

Upon completion of the trip, the traveler completes an original post-trip report, attaches the appropriate supporting documentation (i.e. hotel, car rental invoice) and submits the post-trip report to OMB within 10 working days of the employee's return. Supervisors must approve both the pre-trip and post-trip reports. Additional travel advances shall not be prepared for an employee if he/she has more than two (2) outstanding pre-trips, and no completed post-trips.

Monthly Mileage

Monthly mileage shall be turned in by the first Friday of the following month. Mileage reports must be coded and signed by the appropriate supervisor. Monthly mileage should be coded to 4400-xxx-xxxx-x. Monthly mileage checks will be attached to your payroll check the following week. Mileage standards have been established for certain destinations-see attached. Check current federal regulations for the allowance per mile for reimbursement. Please make sure mileage forms are correctly completed prior to submission to OMB.

NOTE: an employee will not be paid for mileage that is more than three months after the mileage report due date.

Mileage will not be reimbursed for travel within the district reservation areas. Also, no mileage will be reimbursed for round trips of less than 10 miles. An employee may not sign travel/mileage requests for himself/herself or for a close family member.

III. Payroll

Timesheets

Spreadsheets summarizing employee time must be turned into OMB by 4:00 on Monday, along with the emailed electronic version.

If an employees hours are not on the spreadsheet, the employee will not be paid that week. If Monday is a holiday, then time sheets are due at 4:00 p.m. the Friday before. Spreadsheets must be signed by the appropriate commissioner or department supervisor. Spreadsheets must include the number of hours regular time, overtime, vacation, sick, and holiday. Spreadsheet totals should be mathematically correct. Timesheets for employees should accompany the spreadsheet. Timesheets must be signed by the employee and his/her supervisor.

Paychecks are mailed Thursday mornings. (See Nov. 6, 2019 Memo below)

November 06, 2019

Starting with the Payroll of December 06, 2019, Pay Checks will no longer be distributed by Department or District. All Pay checks will be mailed and Pay Stubs will be mailed or sent by Electronic email. As you may have noticed, you have been receiving a DD Form with your check each week. Although we do encourage you to go to Direct Deposit, we are not forcing you to do so.

This is what you need to verify prior to Dec. 02, 2019. If you have all of the following done, there is nothing for you to do at this time.

- 1. Is my address correct on my Pay Check (If you want check Mailed)*
- 2. A completed DD Form turned in to OMB (If you want Direct Deposit)*
- 3. A personal email address sent to OMB (If you want Electronic Email, only available w/DD)*

Any earlier check release must be approved in writing by the appropriate supervisor and communicated to the Finance Manager, in OMB. Early check releases should only be approved for employees on travel, vacation status on Friday or in case of an emergency. Early check releases are disruptive for OMB- please be courteous. Also, keep in mind, that checks are not dated until Friday~ banks really should not cash early checks.

Hiring of Staff/Terminating Staff

Is now a Human Resource Function. Refer to personnel policies. Payroll now handles only payroll functions such as timesheets, annual and sick leave, workers compensation rates, and taxes.

Staff Changes

The department code for an employee determines which department budget will be charged for an employee's wages. If you have an employee moving between departments, which may just be funding sources (i.e. Indian Child Welfare State Grant - department 4800 vs. Indian Child Welfare Grant Federal Self-Governance Grant - department 4820).

Human Resources must receive a Personnel Payroll Action Notice, (PPAN) which will be forwarded to OMB. It is much easier if the wages go to the correct department from the beginning rather than moving the wages manually on the accounting system after the fact to the correct department.

Authorized Deductions

Authorized deductions are processed five days after the last pay period of the month and they will be attached to your check the following week. Deductions are limited to court ordered and Band related entities only.

IV. Cash Receipts

If any staff collects monies, the payee must be issued a pre-numbered receipt. Under Commissioner's Order #01-99, all funds must be remitted to OMB within ten (10) working days of receipt. This includes both the receipt copy and the cash to the OMB Staff that collects cash receipts.

Money Laundering

Money laundering is conducting or attempting to conduct a financial transaction knowing that the transaction is designed in whole or in part to conceal or disguise the nature, location, source, ownership, or control of the proceeds of specified unlawful activity. To assist the federal government in detecting, preventing and eradicating criminal and terrorist financing and activity, the Mille Lacs Band of Ojibwe (MLB) will evaluate all financial transactions and take all necessary steps to comply with applicable anti-money laundering laws and regulations.

All funds received by any department should be deposited with the MLB Office of Management and Budget (OMB) within 10 working days in accordance with the MLB OMB's Cash Receipts Policy. Concerns regarding transactions that are unusually large or that appear suspicious and questions regarding money laundering in general should be directed to the MLB OMB Office at 320-532-7471. Potential violations of this policy should be reported to the MLB Commissioner of Finance at 320-532-7475.

Related Information:

31 U.S.C. §5311 *et seq.*, §5326 and §5331 31 C.F.R. §103.11 *et seq.* §103.20-30 and §103.125 Bank Secrecy Act, 12 U.S.C. §1951, *et seq.* Money Laundering Control Act of 1986 USA PATRIOT Act, Public Law 107-56, §314(a)-(b)

V. Grants Management

When a grant has been awarded, please make sure OMB's Grant Reporting Specialist, gets a complete grant package including full proposal, award letter, and modifications in a timely manner.

Remember new grants must go through the appropriation process.

Please read and know your grant and what are allowable costs. Grants often have restrictions regarding administrative costs. Monitor and complete Progress Reports as necessary. Forward a copy of this report to the Grants Reporting Specialist. Financial Status Reports, when applicable, need to report in-kind/match costs. This information needs to be completed either on a quarterly, bi-annual, or annual basis, -- however it is required on the Grant Award Documents. Please send match information to OMB - preferably before the end of the reporting period or within 15 days after.

Grant periods do not often coincide with the Band's fiscal year. Since Band Statutes mandate that appropriations lapse 9/30 (fiscal year end), there are often carryover procedures that need to be considered for grants by OMB. Grants will be reconciled and dollars added to the next fiscal year when appropriate.

On a monthly basis, expenditure reports are distributed to appropriate staff to monitor the spending of their grants. This is to prevent cost overruns, and allows budget grant monies to last until the end of the project. Work with OMB to spend all grant monies before the grant period is done. After review of the expenditure reports, budget modifications may need to be submitted. These modifications must go to the Financial Analyst after they have been prepared and approved by the correct supervisor or commissioner.

Remember, many of the grantors request grant extensions to be submitted two month's previous to the grant end date, and requests for revised budgets before the dollars are spent. It could take several weeks on the granting agency's part to approve your request, so make sure to use proactive steps to alleviate headaches later. (See more in the next section.)

VI. - Monthly Financial Statements/Budgeting

OMB strives to have monthly expenditure reports out by the 3rd week of each month. Please review your reports for reasonableness and budget overages. Please correct budget overages within the month if possible. Also, work to project out expenses to the end of the year. If you suspect a budget shortage is eminent - work with OMB to determine a solution as soon as possible rather than waiting for a crisis.

If you ever need additional detail on what has been charged to a particular accounting code, call OMB for a detailed Trial Balance report. Also, if you have any questions regarding the financial status of your program, OMB would be happy to spend time reviewing your particular situation. For best results, call OMB and make an appointment for your financial review session.

The Mille Lacs Band approves a biennial budget for two year periods beginning with even numbered fiscal years (FY22 & FY23, FY 24 & FY25, and so on). The budget includes all operations of the Band. No expenditure can be made unless it has been appropriated. In addition, revenues of the Band must be appropriated.

A Budget Revision is the movement of budgeted dollars from one line item to another line item, within a program. A Budget Transfer is the movement of budgeted dollars from one program to another program.

Budget Transfers of any amount, must receive final approval by Band Assembly.

All budget revisions and transfers must be allowable under grant provisions, if applicable, and sufficient funds must be available. All revisions of the indirect cost budget will not be processed by OMB, without OMB concurrence that the change is allowable.

A budget revision form is attached.

Executive Branch: Budget revisions, other than the Chief Executive's Office, of up to and including \$10,000 may be made upon the approval of a Commissioner. Approval of budget revisions over \$10,000 is delegated to the Administrative Policy Board for revisions within programs of up to 50% of the total program's budget within a given budget line if the program is under \$100,000 and up to

20% if the program is \$100,000 or greater. Revisions in excess of these thresholds must be ratified by Band Assembly. Chief Executive's Office budget revisions up to \$10,000 may be made upon the approval of the Chief Executive. Chief Executive's Office budget revisions in excess of \$10,000 must be ratified by Band Assembly.

Legislative Branch: Budget revisions of up to and including \$10,000 may be made upon the approval of the Secretary/Treasurer, District Representative, or Commissioner of Finance for their respective budgets. Changes over \$10,000 must be ratified by the Band Assembly.

Judicial Branch: Budget revisions of up to and including \$10,000 may be made upon the approval of the Chief Justice. Changes over \$10,000 must be ratified by the Band Assembly.

VII. Fiscal Year End Procedures

The Band's fiscal year (the accounting year) ends September 30 of each year. In order to report our financial activities in accordance with required governmental accounting standards, the following fiscal year end procedures must be followed.

Purchase Orders-Purchase orders must be dated before 9/30 in order to encumber funds for that given fiscal year. According to generally accepted accounting principles, supplies, and equipment must actually be received before 9/30 in order to be considered expenditures of that fiscal year. Shipments received after 9/30 will be considered expenditures of the next fiscal year even though a purchase order was received prior to 9/30 – unless special circumstances are discussed with OMB in advance.

Check Requests-In order to achieve a proper cut-off of expenditures at the fiscal year end, check requests that are for service or activities that occurred prior to 9/30 must be charged back to that fiscal year. OMB continues to charge expenses back to the previous fiscal year until October 31.

To help ensure the proper cut-off, please mark which fiscal year the item should be charged to until the October 31 cut-off date has passed. For example, if a phone bill for September 2018 comes in on October 2, 2018, the check request should be marked FY2018 to help OMB code the transaction properly. Conversely, if a phone bill for October 2018 comes in on November 2018, the check request should be marked FY2019.

Note: cut-off for contract health expenditures is 90 days due to the billing lag.

Vacation -Per the personnel policies, all regular employees may carryover up to 80 hours of annual leave at the end of the fiscal year, 9/30. If a commissioner deems appropriate, he/she can request a payout of accrued annual leave in excess of 80 hours to the employee. Payout requests should be sent to OMB no later than the first Friday of October. OMB will notify commissioners of which employees are over the vacation limit in late September.

Receivables-If a department is aware of any amounts due to them at 9/30, please advise OMB so that we may record the applicable receivables.

Similar closeout procedures exist for when some grants are closed during the fiscal year. Contact the Grants Reporting Specialist for specific closeout procedures on your grants.

VIII. Insurance

If a department obtains a new vehicle, deletes a vehicle or makes changes to a building, please notify the Administrative Assistant in OMB, so we can update our insurance coverage as necessary. For vehicle additions, we need to know department #, vehicle identification number, make, model, year, color, and estimated dollar value. We also need to be notified of transfers of equipment between departments to update insurance records.

If you need to report an insurance claim, please call the Administrative Assistant in OMB. For vehicle losses, the insurance company needs the vehicle identification number, a memo detailing the nature of the accident/claim, police report (if applicable) and proposed plan for fixing or replacing vehicle. For larger claims, the insurance company will send out an insurance adjuster to review the damage. Typically, the insurance company would like us to have two bids before having work performed. The department then usually pays for the costs of the repair and the insurance proceeds, which is net or the deductible, is credited to the department's account.

IX. Credit/Debit Card Receipt Procedures

The Office of Management and Budget has put together credit/debit card receipt guidelines. Please note the following:

All receipts for credit card or debit card transactions must be process through the Band's Bank, Woodlands National Bank. The receipts transactions must be deposited into a separate bank account at Woodlands National Bank designated by OMB for the purpose. Currently account #600032 is designated for that purpose.

Departments processing credit card or debit cards will need to keep track of these receipts much like they do with cash receipts. The best way to do this would be for EACH department to daily log each receipt onto an Excel spreadsheet, noting the date of receipt, amount and general ledger account to which it should be coded. A printout of these spreadsheets should be sent to OMB on a weekly basis, with other bank deposits that need to be made.

Credit card and debit card receipts deposited need to be identified separately from other cash receipts on the spreadsheet. At the end of each calendar month, these spreadsheets should be reconciled by the Assistant to the Commission of Finance into a monthly spreadsheet, so they can be reconciled.

Each month, when the bank statement is received from Woodlands bank, the Assistant to the Commissioner of Finance will reconcile the statement and validate that all receipts are properly coded. Per the agreement with Woodlands National Bank, we will be charged \$0.25 per transaction. At the time of reconciling the statement, OMB will allocate the processing fees to the departments that processed the receipts.

X. Suspension/Debarment Search Procedures

There are conditions for using Federal Compact or Federal Grant funds for dollar amounts equal to or greater than \$25,000, for a vendor contract or a purchase of supplies. We are required to search the Federal Data Base (SAM) for vendors that have been suspended or disbarred, for our use of these funds.

Follow the directions in Exhibit 24.

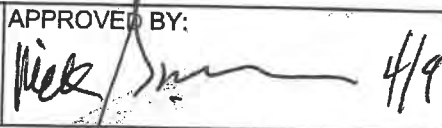
Also it would be acceptable to check this site for all vendors and all funding streams.

Important: Keep a dated record of your searches and results for your files.

REQUISITION

Mille Lacs Reservation Purchasing Supply

1. VENDOR NAME & NUMBER						2. DATE OF REQUISITION	
3. DELIVER TO DEPARTMENT OR PROGRAM							
4. CHARGE TO DEPARTMENT OR PROGRAM ACCOUNTING CODE							
5. REQUESTED BY				6. APPROVED BY			
7. BUDGETED LINE ITEM DESCRIPTION							
8. Quantity	9. Unit	10. Catalog Number	11. Page	12. Full Description	13. Unit Price	14. Total Price	
					15. SHIPPING & HANDLING		
					16. M.L.R. SALES TAX - 3%		
					17. TOTAL COST		
18. SUGGESTED VENDORS (attach list of additional vendors)							
PURCHASING DEPARTMENT USE ONLY							
ORDERED FROM				SIGNATURE OF PURCHASING AGENT			
PURCHASE ORDER NO.			DATE ORDER PLACED			DATE ORDER COMPLETED	

1. VENDORS NAME & ADDRESS: Royal Tire Brainerd, MN 56401				2. DATE OF REQUISITION: 4/5/2018			
3. DELIVER TO DEPARTMENT OR PROGRAM: Bus Garage							
4. CHARGE TO DEPARTMENT OR PROGRAM: 6400-203-3260-4							
5. REQUESTED BY: Julie Benjamin			APPROVED BY:  4/9				
8. QTY.:	9. UNIT:	10. CATALOG NUMBER:	11. PAGE #	12. DESCRIPTION:	13. UNIT PRICE:	14. TOTAL PRICE:	
1				Tires for Bus #22		\$1,377.63	
15. SHIPPING & HANDLING;							
16. M.L.R. SALES TAX - 5%							
17. TOTAL:						\$1,377.63	
SUGGESTED VENDORS(ATTACH LIST OF ADDITIONAL VENDORS)							

PURCHASING DEPARTMENT USE ONLY

ORDERED FROM:		SIGNATURE OF PURCHASING AGENT	
PURCHASE ORDER NO.	DATE ORDER PLACED	DATE ORDER COMPLETED	

received
4/5/18 MB



Mille Lacs Band of Ojibwe Indians
 43408 Oodena Drive
 Onamia, MN 56359
 USA

Exhibit 3

Page
 Number
 Date

1 of 1
 PO0006173-1
 4/10/2018



Vendor No. 30396

Requested by

Purchase order
PO0006173-1

Telephone 320-532-4181
 Fax

TO: ROYAL TIRE
 615 WASHINGTON ST
 BRAINERD, MN 56401
 USA

SHIP TO: Nay Ah Shing Upper School - Bus Garage
 Transportation Dept.
 43651 Oodena Drive
 Onamia, MN 56359
 USA

Line number	Item number	Description	Delivery	Quantity	Unit price	Amount
1		Tires for Bus #22 6400-203-3260-4	4/10/2018	1,377.63	1.00	1,377.63

Currency	Sales subtotal amount	Total
USD	1,377.63	1,377.63

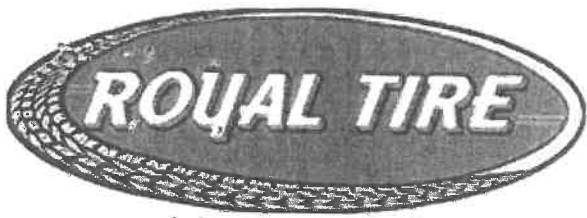
SALES TAX EXEMPT NUMBER: 24084

Our Order Number must appear on all invoices, packages, etc.
 Please notify us immediately if you are unable to ship complete order by the date specified.

ACCOUNTANT TO
 FINANCE _____
 RECEIVING _____

PROVISIONS:

1. Change Clause - Give Mille Lacs Band the right to change within reason, cannot issue a cardinal change. Can change scope of purchase order (unilateral change).
2. Termination for convenience - The Mill Lacs Band may terminate this order at any time prior to deliver of the requested product or service if such action would be in the best interest of the Band.
3. Termination for default - The Mille Lacs Band may, in addition to any other remedy it may have, terminate this order for default, if the supplies or equipment delivered are not received on the due date(s) or are defective.



Invoice Date	Cust No.	Order No.	Page	Invoice No.
04/05/2018	300	317 - 38512	1 / 1	
License: Mileage: 0				

Brainerd Commercial
 1902 SE 13th St
 Brainerd, MN 56401
 Phone: (218) 829-9700

REMIT PAYMENT TO:
 Royal Tire Inc
 NW7828
 PO BOX 1450
 MINNEAPOLIS, MN 55485-7828

Sold To: CASH SALE

Ship To:

Purchase Ord. No.	Sales Person	Main Phone	Other Phone	Ship Via	Terms: CASH SALES		
199							
Item No.	Description	Qty Ordered	Qty Shipped	F.E.T.	Price	Net Extension	
03363	MICH X LINE ENERGY Z LRG 11R22.5	2	2	25.23	565.46	1,181.38	
MNC25	TRK MT/DISMT & SWITCH ON VEHICLE	2	2		40.00	80.00	
TP3041	570/574 MED/LONG METAL STEM	2	2		6.15	12.30	
TP3600	FLO-THRU VALVE CAP	2	2		1.65	3.30	
SHOPSCML	ENVIRO FEES/SHOP S- COMM'L	1	1		6.40	6.40	

DO NOT PAY. THIS IS A QUOTE.

Sub-Total Parts: 1,203.38
 Sub-Total Labor: 80.00
 Non-Taxable Amount: 86.40
 Taxable Amount: 1,196.98
 Tax 7.875%: 94.25
Total: 1,377.63

A FINANCE CHARGE OF 1.5%/MONTH (18%/ANNUAL RATE)
 WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

CUSTOMER SIGNATURE

RE-CHECK TORQUE AFTER THE FIRST 50 TO 100 MILES OF SERVICE



Mille Lacs Band of Ojibwe Indians
 43408 Oodena Drive
 Onamia, MN 56359
 USA

Exhibit 4
 Page
 Number
 Date

ORIGINAL
 1 of 1
 PO0006173-1
 4/10/2018 *

Vendor No. 30396
 Requested by

Purchase order

PO0006173-1

Telephone 320-532-4181
 Fax

TO: ROYAL TIRE
 615 WASHINGTON ST
 BRAINERD, MN 56401
 USA

SHIP TO: Nay Ah Shing Upper School - Bus Garage
 Transportation Dept.
 43651 Oodena Drive
 Onamia, MN 56359
 USA

Line number	Item number	Description	Delivery	Quantity	Unit price	Amount
1		Tires for Bus #22 6400-203-3260-4	4/10/2018	1,377.63	1.00	1,377.63

Currency	Sales subtotal amount	Total
USD	1,377.63	1,377.63

PAY AMOUNT AND LIQUIDATE
 \$ 1,069.00

SALES TAX EXEMPT NUMBER: 24084

Our Order Number must appear on all invoices, packages, etc.
 Please notify us immediately if you are unable to ship complete order by the date specified.

ACCOUNTANT TO
 FINANCE _____
 RECEIVING Jane Doe

PROVISIONS:

1. Change Clause - Give Mille Lacs Band the right to change within reason, cannot issue a cardinal change. Can change scope of purchase order (unilateral change).
2. Termination for convenience - The Mill Lacs Band may terminate this order at any time prior to deliver of the requested product or service if such action would be in the best interest of the Band.
3. Termination for default - The Mille Lacs Band may, in addition to any other remedy it may have, terminate this order for default, if the supplies or equipment delivered are not received on the due date(s) or are defective.

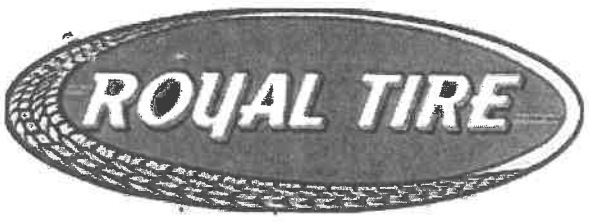


Exhibit 4 cont.

INVOICE

Invoice Date	Cust No.	Order No.	Page	Invoice No.
04/12/2018	701085	317 - 38581	1 / 1	317 - 31449
License: Mileage: 0				Time in 2:45 PM

Brainerd Commercial
 1902 SE 13th St
 Brainerd, MN 56401
 Phone: (218) 829-9700

REMIT PAYMENT TO:
 Royal Tire Inc
 NW7828
 PO BOX 1450
 MINNEAPOLIS, MN 55485-7828

Sold To: 32608
 NAY AH SHING SCHOOLS
 43651 OODENA DRIVE
 ONAMIA, MN 56359

Ship To:
 GOVTSALES NAY AH SHING SCHOOLS
 43651 OODENA DRIVE
 ONAMIA, MN 56359

Purchase Ord. No.	Sales Person	Main Phone	Other Phone	Ship Via	Terms: 1ST 10TH
0006173-1	137	(320) 532-4695			

Item No.	Description	Qty Ordered	Qty Shipped	F.E.T.	Price	Net Extension
03363	MICH X LINE ENERGY Z LRG 11R22.5	2	2		464.00	928.00
MNC25	TRK MT/DISMT & SWITCH ON VEHICLE	2	2		40.00	80.00
TP3041	570/574 MED/LONG METAL STEM	2	2		6.15	12.30
TP3600	FLO-THRU VALVE CAP	2	2		1.65	3.30
99995010	COUNTERACT - 10 OZ BAG (FCP=40)	2	2		19.50	39.00
	*BUS 22					
	*LICENSE NASB11					
	*106,201 MILES					
SHOPSCML	ENVIRO FEES/SHOP S- COMM'L	1	1		6.40	6.40

Sub-Total Parts: 989.00
 Sub-Total Labor: 80.00
 Non-Taxable Amount: 1,069.00
 Taxable Amount: 0.00
Total: 1,069.00

A FINANCE CHARGE OF 1.5%/MONTH (18%/ANNUAL RATE)
 WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

CUSTOMER SIGNATURE

x *Jane Doe*

RE-CHECK TORQUE AFTER THE FIRST 50 TO 100 MILES OF SERVICE

CHECK REQUEST

TO: Office of Management and Budget

FROM:

Date: _____

PLEASE MAKE CHECK PAYABLE TO: _____

IN THE AMOUNT OF: _____

ACCOUNTING CODE:

DESCRIPTION OF TRANSACTION:

Commissioner/Supervisor Signature

Commissioner of Finance/Finance Officer

For OMB Use:

PACKET PREPARED

ACCURACY CHECKED BY: _____
 APPROVED FOR PAYMENT: _____
 PACKET CONTENTS: _____ REQUISITION: _____ P.O. _____
 CHECK #: _____ RECEIVING REPORT: _____
 INVOICE: _____

Account coding

Dollar Amount

DATE: 4/10/2018
TO: Office of Management and Budget
RE: Request for Payment

Make Check Payable to: Lakes Gas Co
Address: 919 1st SW
PO Box 185
Corsby, MN 56441

Mail Check to Address Shown

Forward Check to Department

Description	Account Code				Amount
Account 16769	60100	281	6070	4	\$1,298.25
Gas Payment					
					\$1,298.25

Verification Attached

Invoice/Bill from Vendor

Receipts as proof of expenditure(s)

C. Kell 4-16-18
Supervisor/Director/Commissioner Signature

Finance Officer/Commissioner of Finance

FOR OMB USE: Packet Prepared/
Accuracy Check By:

Approved for Payment By:



LAKES GAS CO. - B004
 919 1ST ST SW
 PO BOX 185
 CROSBY, MN 56441-0185

INVOICE

DATE: 03/31/18
 ACCOUNT NUMBER: 16769
 CUSTOMER ID: MILLA6
 BILLING INQUIRIES: (218) 546-5527

DELIVERED TO:
 MLB DEPT OF LABOR
 43408 OODENA DRIVE
 ONAMIA, MN 56359-

YOU CAN PAY YOUR BILL ON-LINE WITH A DEBIT OR CREDIT CARD. GO TO www.lakesgasco.com AND CLICK ON PAY YOUR BILL.

CURRENT OVERALL BALANCE: 1298.25
 CURRENT AMOUNT: 1216.10

DATE	REFERENCE #	LOCATION	ITEM DESCRIPTION	CHARGE AMOUNT	PAYMENT AMOUNT	AMOUNT DUE
	BAL FWRD		Balance Forward	80.94		80.94
03/01/18	78898	1	16769 SHAWBOSHKUNG DR.			
			Bulk LP NonTax	1216.10		1297.04
03/31/18	NEW FC		New Fin Chrg	1.21		1298.25
CURRENT				1216.10		
31-60 DAYS				80.94		
61-90 DAYS						
91-120 DAYS						
PAY THIS AMOUNT						1,298.25

A late payment fee of 1.5% % Per Month which is 18% % Per Annum may be Charged on Balances over 30 Days Old.

MILLE LACS BAND OF OJIBWE SERVICE CONTRACT

The parties to this Contract shall be referred to as follows:

The Mille Lacs Band of Ojibwe Indians, a federally recognized Indian Tribe, shall be referred to as the "Band." **name of person or company doing the work.** shall be referred to as the "Contractor."

1. The Contractor shall perform the following services: **description of work,** at the following location (if applicable): **where the work will be done.**
 2. The Band appoints **Commissioner of XXXXXXX,** as Contracting Officer to represent the Band in its dealings with the Contractor. This Contracting Officer may accept or reject, in whole or in part, the work performed under this Contract.
 3. The Contractor shall perform the above services by the **10th** day of **May, 2013.** The Band may terminate this Contract upon the Contractor's refusal or inability to perform the services outlined herein.
 4. The Contractor shall return to the Band any property of the Band that has come into the Contractor's possession during the term of this Contract upon request by the Band or at the termination of this Contract.
 5. The Contractor agrees that all information and knowledge pertaining to this Contract and the services to be rendered are the property of the Band and no such information or knowledge shall be divulged to anyone other than the Band.
 6. The Contractor agrees that all rights, titles, and interests in and to any and all work products arising out of this Contract are the property of the Band.
 7. The Contractor agrees that during and subsequent to the term of this Contract it will without further consideration assign all rights, titles, and interests in any copyrightable material produced in connection with this Contract to the Band, and shall assist in every proper way, entirely at its own expense, to secure, maintain, and defend for the Band's benefit copyrights and any extensions and renewals thereof on any and all such materials produced.
 8. The Contractor shall abide by all applicable Band, Federal, and State laws pertaining to the work performed.
 9. In consideration for the services to be performed by the Contractor, the Band agrees to pay the sum of: **not to exceed \$ One Hundred-Fifty and no /00 Dollars (\$150.00)** to the Contractor on the following terms: **upon completion of work and submission of necessary documents for payment, and with the approval of the Commissioner of XXXXXXX or his/her designee.** **All invoices are subject to OMB processing schedule.**
- All payments will be issued in conformance with the policies and procedures of the Band's Office of Management and Budget (OMB).
10. All contracts require OMB approval; contracts over \$5,000 require approval from the Solicitor General and the Administration Policy Board; and contracts over \$25,000 require the approval of Band Assembly. If such approval is not obtained, this Contract is not binding on the Band.
 11. The Contractor shall hold the Band harmless of any liabilities arising out of the performance of the services contained in this Contract.

12. It is expressly understood and agreed by the parties that the Contractor is an independent contractor and shall in no event be considered an employee of the Band. The Band will not withhold any State or Federal taxes on the payment to be made hereunder and will not provide any fringe benefits to the Contractor.
13. The Contractor is an independent contractor and has no authority to incur any expenses or obligations on behalf of the Band.
14. It is prohibited to assign any rights, interests or obligations under this Contract without the written approval of the Contracting Officer.
15. The Contractor agrees that any and all disputes which arise under this Contract will be adjudicated in the Court of Central Jurisdiction for the Mille Lacs Band and that said Court has personal jurisdiction over the Contractor. The Contractor agrees that all interpretations of this Contract will be based upon the laws of the Band.

CONTRACTOR

MILLE LACS BAND OF OJIBWE INDIANS

Signature of Contractor _____ Date _____

Contracting Officer _____ Date _____

name of contractor

Name of Contractor _____

use if needed

Title _____

street address

City, State, Zip code

Address _____

phone number

Phone _____

Line Item: full account code

must have this number!

SS# / FED ID # _____

OMB REVIEW _____
Initial & Date

OSG REVIEW _____
Over \$5,000 Initial & Date

CONTRACT # _____

APB REVIEW _____
Over \$5,000 Initial & Date

BAND ASSEMBLY REVIEW _____
Over \$25,000 Initial & Date

Contract Cover Sheet

This is a checklist of requirements needed for each contract.

Contract Total Amount:

Account Code:

Date Approved:

OMB Approval ***All contracts***

Contractor Sign Off

Office of Solicitor General
** Contracts greater than \$5,000.

Administrative Policy Board
** Contracts greater than \$5,000.

Band Assembly
** Ratifies contracts greater than \$25,000.

Contracting Officer Sign Off

MILLE LACS BAND OF OJIBWE
SERVICE CONTRACT

The parties to this Contract shall be referred to as follows:

The Mille Lacs Band of Ojibwe Indians, a federally recognized Indian Tribe, shall be referred to as the "Band." **SCR**, shall be referred to as the "Contractor."

1. The Contractor shall perform the following services: **Replace burner orifices to improve burn,** at the following location (if applicable): **Nay Ah Shing High School.**
 2. The Band appoints **Commissioner of Education,** as Contracting Officer to represent the Band in its dealings with the Contractor. This Contracting Officer may accept or reject, in whole or in part, the work performed under this Contract.
 3. The Contractor shall perform the above services by the **31** day of **January, 2018**. The Band may terminate this Contract upon the Contractor's refusal or inability to perform the services outlined herein.
 4. The Contractor shall return to the Band any property of the Band that has come into the Contractor's possession during the term of this Contract upon request by the Band or at the termination of this Contract.
 5. The Contractor agrees that all information and knowledge pertaining to this Contract and the services to be rendered are the property of the Band and no such information or knowledge shall be divulged to anyone other than the Band.
 6. The Contractor agrees that all rights, titles, and interests in and to any and all work products arising out of this Contract are the property of the Band.
 7. The Contractor agrees that during and subsequent to the term of this Contract it will without further consideration assign all rights, titles, and interests in any copyrightable material produced in connection with this Contract to the Band, and shall assist in every proper way, entirely at its own expense, to secure, maintain, and defend for the Band's benefit copyrights and any extensions and renewals thereof on any and all such materials produced.
 8. The Contractor shall abide by all applicable Band, Federal, and State laws pertaining to the work performed.
 9. In consideration for the services to be performed by the Contractor, the Band agrees to pay the sum of: **not to exceed \$ One Thousand Three Hundred Eighty Eight and 86 /100** Dollars (**\$1,388.86**) to the Contractor on the following terms: **upon completion of work and submission of necessary documents for payment, and with the approval of the Commissioner of Education or his/her designee. All invoices are subject to OMB processing schedule.**
- All payments will be issued in conformance with the policies and procedures of the Band's Office of Management and Budget (OMB).
10. All contracts require OMB approval; contracts over \$5,000 require approval from the Solicitor General and the Administration Policy Board; and contracts over \$25,000 require the approval of Band Assembly. If such approval is not obtained, this Contract is not binding on the Band.

11. The Contractor shall hold the Band harmless of any liabilities arising out of the performance of the services contained in this Contract.
12. It is expressly understood and agreed by the parties that the Contractor is an independent contractor and shall in no event be considered an employee of the Band. The Band will not withhold any State or Federal taxes on the payment to be made hereunder and will not provide any fringe benefits to the Contractor.
13. The Contractor is an independent contractor and has no authority to incur any expenses or obligations on behalf of the Band.
14. It is prohibited to assign any rights, interests or obligations under this Contract without the written approval of the Contracting Officer.
15. The Contractor agrees that any and all disputes which arise under this Contract will be adjudicated in the Court of Central Jurisdiction for the Mille Lacs Band and that said Court has personal jurisdiction over the Contractor. The Contractor agrees that all interpretations of this Contract will be based upon the laws of the Band.

CONTRACTOR

MILLE LACS BAND OF OJIBWE INDIANS

Signature of Contractor Date

Contracting Officer Date

SCR
Name of Contractor

Title

604 Lincoln Avenue NE
St. Cloud, MN 56304
Address

320-251-6861
Phone

Line Item: 4300-203-3250-4

41-1816633
SS# / FED ID #

OMB REVIEW _____
Initial & Date

OSG REVIEW _____
Over \$5,000 Initial & Date

CONTRACT # _____

APB REVIEW _____
Over \$5,000 Initial & Date

BAND ASSEMBLY REVIEW _____
Over \$25,000 Initial & Date



MILLE LACS BAND OF OJIBWE CHECK REQUEST

TO: *Office of Management & Budget*

Date: *4/24/18*

FROM: *Stacy Boyd*

RE: *Check Request*

Please make check(s) payable to: *Saint Cloud Refrigeration*

Address: *7674 College Rd. Suite 115 Baxter MN 56425*

In the amount of: \$ *1,388.86*

Accounting Code: *4300-203-3250-4* # *0003711*

Description of transaction: *Completion on Contract Inv# W18128*

[Signature]

Commissioner/Supervisor signature

Commissioner of Finance/Finance Officer

For OMB Use

Account Coding

Dollar Amount

Check _____

Contents _____

Approved for payment by: _____



7674 COLLEGE ROAD SUITE 115
 BAXTER MN 56425
 218.828.4337
 218.825.4966

<p>Sold To: BNAY001 MLB NAY AH SHING SCHOOL DIST 1 ATT: JULIE BENJAMIN 43651 OODENA DRIVE ONAMIA MN 56359</p>	<p>INVOICE</p> <p>Invoice Number: W18128 Invoice Date: Apr 18/18 Terms: 15 Customer Code: 6113 Reference: Customer Order: 0003711 Work Order #: <u>17-0009601</u> * Called By: <u>JULIE BENJAMIN</u></p>
<p>Job Location: MLB NAY AH SHING HIGH SCHOOL 43651 OODENA DR ONAMIA MN 56359 3205324695</p>	

Description	Qty	Price	Total
<p>Work Performed 12/29/17 QUOTE TO REPLACE ALL BURNER ORIFICES TO IMPROVE BURN APPROVED BY JULIE BENHAMIN CONTRACT# 0003711</p> <p>#6368 ORIFICES</p> <p>1-11-18 Removed all old offices and installed new ones. Boiler is making a loud vibrating noise. Could be a flow issue through heat exchanger. Wouldn't have noticed it before with as little heat as the other offices were producing. Will need to return to diagnose</p> <p>1-15-2018 I took apart boiler #2. Inspected and cleaned the heat exchanger but did not find any problems. Put the boiler back together and then isolated it from the system. Attached boiler drain out fittings to boiler #2 and then ran ferroclean through the boiler to clean the inside of the heat exchanger. Flushed the boiler multiple times and then put the boiler back into operation. Boiler was still making noise whenever the gas pressure was set above 2.5" wc. The temp rise on the boiler set at 2.3" wc was 22-23 degrees. Checked the boiler piping and found that because of the way the boilers are piped the water flow to boiler 2 is not enough now that we have the correct size burner orifices installed. Verified by closing off a valve on boiler 1 and the temp difference on #2 dropped to 14 degrees very fast and then I could adjust the gas pressure up to 3.5" wc and the boiler would not make any noise at all. I left boiler 2 gas pressure set at 2.3" wc with a TD around 23 degrees. This is about as high as we can get it without</p>			



7674 COLLEGE ROAD SUITE 115
 BAXTER MN 56425
 218.828.4337
 218.825.4966

doing something about the boiler piping.
 I will write something up to have Brendan go down and check
 what could be done with the boiler piping at the upper
 school.

COMPLETE - QUOTE WILL NEED TO BE SUBMITTED & APPROVED BEFORE
 ANYTHING CAN BE DONE.

Materials

350077F #48 ORIFICES	59.00	0.00	0.00
3/4" MIP BOILER	2.00	0.00	0.00
3/4" GALV COUPLING	1.00	0.00	0.00
1X3/4" GALV COUPLING	1.00	0.00	0.00
FERROCLEAN	1.00	0.00	0.00
Total Material		0.00	0.00
Labor			0.00
Total Labor			0.00
Total Truck Charge			0.00
Other			0.00
FREIGHT	1.00	0.00	0.00
QUOTED PRICE	1.00	1,388.86	1,388.86
Total Other			1,388.86

- CONDITIONS -

Subtotal 1,388.86
Discount

Sales Tax

Total Invoice 1,388.86



7674 College Rd Suite 115
Baxter, MN 56425
Phone 218-828-4337
Fax 218-825-4966

Quotation

ATTN: Julie Benjamin
COMPANY: Nay Ah Shing High School
FAX/email

FROM: Nancy Hudalla
DATE: December 29, 2017
PAGES: 1

Equipment: Raypak Boiler #2

Description of Services:

Quote to replace burner orifices to improve burn.

****Note: If initial repair reveals further hidden issues, matters will be quoted.****

<u>Quantity</u>	<u>Part/Description</u>
59	Orifice Natural Gas

Labor 1st Tech
Truck Charge
Shipping & Handling

Grand Total \$1,388.86

Thank You!
Nancy Hudalla
Commercial Dispatcher
SCR - Northern
7674 College Road Suite 115
Baxter, MN 56425
nancy.hudalla@scr-mn.com
Phone: 218-828-4337

Contract Addendum

Date:

Addendum:

Description/Vendor:

Contract #:

Tracking (if used) #:

Vendor #:

Line Account Item #:



The parties hereby agree to the following changes:

1. Additional \$xxxx added to this contract. Making total contract amount \$xxxxxx.

OR

2. Date Extension to xxxxxxxxx.

Signature of Contractor: _____ Date: _____

Signature of Contracting Officer: _____ Date: _____

OMB REVIEW _____
Initial & Date

OSG REVIEW _____
Over \$5,000 Initial & Date

APB REVIEW _____
Over \$5,000 Initial & Date

BAND ASSEMBLY REVIEW _____
Over \$25,000 Initial & Date



Travel Expense Statement

Exhibit 12

Pre-Trip Report Post - Trip Report (Please Check One)

Name of Traveler:		Program:
Purpose of Travel:		Acct:
Location of Travel:	Dates of Travel:	

Schedule A: Points of Travel

PRE-TRIP REPORT

Acct:

Date	From	Hour	Odometer	Arrival At	Hour	Odometer	# of Miles	Claimed
							0	
							0	\$ -

Acct:

Dates	Hotel	Meals	Tips	Fare,Toll	Parking	Baggage	Total Expenses Claimed
							\$ -

Acct:

Quarters	5-Mar	6-Mar	7-Mar	8-Mar	9-Mar			
12:01am - 6:00 am							Total Quarters Claimed	
6:01 am - 12:00 pm								
12:01 pm - 6:00 pm								
6:01 pm - 12:00 am						0		
Transportation by Employees car:			0	miles @	0.545	per mile	Schedule A	\$ -
IN ADDITION OR IN LIEU OF PER DIEM							Schedule B	\$ -
Per diem claimed at:			Per Day					
Number of Quarters Claimed		0	x	\$ -	Per Quarter		Schedule C	\$ -
Pre -Trip Total Amount Requested:								\$ -

I certify that this statement, the amount claimed, and attachments are true, correct and complete to the best of my knowledge and belief, and that payment for the amount claimed has not been received.

Signature of Traveler _____ Date _____

Signature of Commissioner _____ Date _____

Schedule A: Points of Travel

POST-TRIP REPORT

Acct:

Date	From	Hour	Odometer	Arrival At	Hour	Odometer	# of Miles	Claimed
								0

Schedule B: Expenses claimed in addition to or in lieu or per diem allowance:

Acct:

Dates	Hotel	Meals	Tips	Fare,Toll	Parking	Other	Total Expenses Claimed
					0		\$ -

Schedule C: Quarters Claimed

Acct:

Quarters	Date	Date	Date	Date	Date	Date	Date	
12:01am - 6:00 am								Total Quarters Claimed
6:01 am - 12:00 pm								
12:01 pm - 6:00 pm								
6:01 pm - 12:00 am							0	
Transportation by Employees car:			0	miles @	0.55	per mile	Schedule A	\$ -
IN ADDITION OR IN LIEU OF PER DIEM							Schedule B	\$ -
Per diem claimed at:			Per Day					
Number of Quarters Claimed		0	x	\$ -	Per Quarter		Schedule C	\$ -
Post -Trip Total Amount Claimed:								\$ -
Pre-Trip Total Amount Claimed:								\$ -
Net Amount Due Traveler (Credit) or Agency (Debit) (PreTrip Payment - Post Trip Claimed) :								\$ -

I certify that this statement, the amount claimed, and attachments are true, correct and complete to the best of my knowledge and belief, and that payment for the amount claimed has not been received.

Signature of Traveler _____ Date _____

Signature of Commissioner _____ Date _____



Travel Expense Statement

Exhibit 13



Pre-Trip Report



Post - Trip Report (Please Check One)

Name of Traveler:	John Traveler	Program:	HHS
Purpose of Travel:	Medicine Wheel & 12 Steps for Men and Women	Acct. 222-4090-2	
Location of Travel:	Colorado Springs, CO	Dates of Travel:	3/5/18 - 3/9/18

Schedule A: Points of Travel

PRE-TRIP REPORT

Acct: 4400-222-4090-2

Date	From	Hour	Odometer	Arrival At	Hour	Odometer	# of Miles	Claimed
3/5/2018	Brainerd, MN			Mpls. MN			110	
3/9/2018	Mpls. MN			Brainerd, MN			110	220

Acct: 4450-222-4090-2

Dates	Hotel	Meals	Tips	Fare, Toll	Parking	Baggage	Total Expenses Claimed
						\$ 50.00	\$ 50.00

Acct: 4450-222-4090-2

Quarters	5-Mar	6-Mar	7-Mar	8-Mar	9-Mar	Total Quarters Claimed	
12:01am - 6:00 am		X	X	X	X	16	
6:01 am - 12:00 pm		X	X	X	X		
12:01 pm - 6:00 pm	X	X	X	X			
6:01 pm - 12:00 am	X	X	X	X			
Transportation by Employees car:	220 miles @		0.545 per mile		Schedule A	\$ 119.90	
IN ADDITION OR IN LIEU OF PER DIEM						Schedule B	\$ 50.00
Per diem claimed at:	Per Day						
Number of Quarters Claimed	16	x	\$ 14.75	Per Quarter	Schedule C	\$ 236.00	
Pre -Trip Total Amount Requested:						\$ 405.90	

I certify that this statement, the amount claimed, and attachments are true, correct and complete to the best of my knowledge and belief, and that payment for the amount claimed has not been received.

John Traveler 2/14/18 *(Signature)*

Signature of Traveler

Date

Commissioner of HHS 2/16/18 *(Signature)*

Signature of Commissioner

Date

Schedule A: Points of Travel

POST-TRIP REPORT

Date	From	Hour	Odometer	Arrival At	Hour	Odometer	# of Miles	Claimed
								0

Schedule B: Expenses claimed in addition to or in lieu or per diem allowance:

Dates	Hotel	Meals	Tips	Fare, Toll	Parking	Other	Total Expenses Claimed
							0

Schedule C: Quarters Claimed

Quarters	Date	Date	Date	Date	Date	Date	Date	Total Quarters Claimed
12:01am - 6:00 am								0
6:01 am - 12:00 pm								
12:01 pm - 6:00 pm								
6:01 pm - 12:00 am								
Transportation by Employees car:	0 miles @		0.55 per mile		Schedule A	0		
IN ADDITION OR IN LIEU OF PER DIEM						Schedule B	0	
Per diem claimed at:	Per Day							
Number of Quarters Claimed	0	x	\$ -	Per Quarter	Schedule C	\$ -		
Post -Trip Total Amount Claimed:								0
Net Amount Due Traveler (Credit) or Agency (Debit) (PreTrip Payment - Post Trip Claimed) :								\$ 405.90

I certify that this statement, the amount claimed, and attachments are true, correct and complete to the best of my knowledge and belief, and that payment for the amount claimed has not been received.

Signature of Traveler

Date

Signature of Commissioner

Date

From GSA.gov

FY 2016 Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

Important:

* This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Log Off



Applications

Refresh

Training Event Registration

Training Event Registration - Medicine Wheel & 12 Steps for Men and Women : 3/6/2018 - 3/8/2018 : Colorado Springs CO

Register For Training

Training Event

Training Program: Medicine Wheel & 12 Steps for Men and Women Price \$550.00
Location: Colorado Springs CO
Event Status: Open

= code 5000 is Training

Dates

Start Date/Time: 3/6/2018 8:00:00 AM
End Date/Time: 3/8/2018 5:00:00 PM

Training

Purpose:
Train facilitators to implement this video-based curriculum in their communities. The Medicine Wheel and 12 Step program was developed to provide a culturally appropriate 12 Step program for Native American people. This program was developed by White Bison, Inc. based on the Teachings of the Medicine Wheel, Cycle of Life and the Four Laws of Change.

24 Continuing Education Hours are available through NAADAC with this training.

Price \$550.00

Policies

Payment and Cancellation Policy:

Payment is due in full 14 days before the start of the training or your registration will be cancelled.

Participants must cancel their reservation more than 3 weeks before the start of the training to receive a refund. If you cancel your reservation and have already paid, White Bison will retain a \$50 administrative fee for processing. White Bison, Inc. reserves the right to cancel trainings 3 weeks in advance if there are not 15 paid participants.

Location

MCM Elegante
6450 N Academy Blvd
Colorado Springs, CO 80918 USA

WhiteBison1
Version 1.1.1
2016

6455 N. Union Blvd, Ste 102 | Colorado Springs CO 80918 | Toll Free 877-871-1495



Travel Expense Statement

Exhibit 15

Pre-Trip Report

Post - Trip Report (Please Check One)

Name of Traveler:	John Traveler	Program:	HHS
Purpose of Travel:	Medicine Wheel & 12 Steps for Men and Women	Acct. 222-4090-2	
Location of Travel:	Colorado Springs, CO	Dates of Travel:	3/5/18 - 3/9/18

Schedule A: Points of Travel

PRE-TRIP REPORT

Acct: 4400-222-4090-2

Date	From	Hour	Odometer	Arrival At	Hour	Odometer	# of Miles	Claimed
3/5/2018	Brainerd, MN			Mpls. MN			110	
3/9/2018	Mpls. MN			Brainerd, MN			110	\$ 220.00

Acct: 4450-222-4090-2

Dates	Hotel	Meals	Tips	Fare, Toll	Parking	Baggage	Total Expenses Claimed
						\$ 50.00	\$ 50.00

Acct: 4450-222-4090-2

Quarters	5-Mar	6-Mar	7-Mar	8-Mar	9-Mar		Total Quarters Claimed
12:01am - 6:00 am		X	X	X	X		16
6:01 am - 12:00 pm		X	X	X	X		
12:01 pm - 6:00 pm	X	X	X	X			
6:01 pm - 12:00 am	X	X	X	X			
Transportation by Employees car:			220	miles @	0.545	per mile	Schedule A \$ 119.90
IN ADDITION OR IN LIEU OF PER DIEM							Schedule B \$ 50.00
Per diem claimed at:		Per Day					
Number of Quarters Claimed	16	x	\$ 14.75	Per Quarter			Schedule C \$ 236.00
Pre -Trip Total Amount Requested:							\$ 405.90

I certify that this statement, the amount claimed, and attachments are true, correct and complete to the best of my knowledge and belief, and that payment for the amount claimed has not been received.

Signature of Traveler

Date

Signature of Commissioner

Date

Schedule A: Points of Travel

POST-TRIP REPORT

Acct: 4450-222-4090-2

Date	From	Hour	Odometer	Arrival At	Hour	Odometer	# of Miles	Claimed
								0

Schedule B: Expenses claimed in addition to or in lieu or per diem allowance:

Acct: 4450-222-4090-2

Dates	Hotel	Meals	Tips	Fare, Toll	Parking	Other	Total Expenses Claimed
					114		\$ 114.00

Schedule C: Quarters Claimed

Acct: 4450-222-4090-2

Quarters	Date	Date	Date	Date	Date	Date	Date	Total Quarters Claimed
12:01am - 6:00 am								0
6:01 am - 12:00 pm								
12:01 pm - 6:00 pm								
6:01 pm - 12:00 am								
Transportation by Employees car:			0	miles @	0.55	per mile	Schedule A \$ -	
IN ADDITION OR IN LIEU OF PER DIEM							Schedule B \$ 114.00	
Per diem claimed at:		Per Day						
Number of Quarters Claimed	0	x	\$ -	Per Quarter			Schedule C \$ -	
Post -Trip Total Amount Claimed:							\$ 519.90	
Pre-Trip Total Amount Claimed:							\$ (405.90)	
Net Amount Due Traveler (Credit) or Agency (Debit) (PreTrip Payment - Post Trip Claimed) :							\$ (114.00)	

I certify that this statement, the amount claimed, and attachments are true, correct and complete to the best of my knowledge and belief, and that payment for the amount claimed has not been received.

John Traveler 3/13/18
Signature of Traveler Date

Commissioner of HHS 3/14/18
Signature of Commissioner Date



ePark

Transaction Id	648845-13920
Ticket-Nr	2030759686
Entry Date/Time	3/5/2018 10:01 AM
Exit Date/Time	3/9/2018 3:30 PM
Duration dd hh:mm	4 05:29
Lane	10
Plate #	
Cashier	shewainesh.l
Parking Fees	\$ 105.42
Adjustments	\$ 0.00
MN Sales Tax %7.525	\$ 8.58
Total Due:	\$ 114.00
CREDIT CARD	\$ 114.00
Total Paid:	\$ 114.00
MASTERCARD	XXXXXXXXXXXX
Auth	153058

Cardholder agrees to pay the above total amount according to the card issuer agreement

Receipt

INTEROFFICE MEMORANDUM

To: Rebecca St Germaine / Nicole Anderson

From: *John Traverser*

Subject: Airport Parking

Date: March 13, 2018



Requesting reimbursement for \$114.00 airport parking cost during wellbriety training in Colorado.

Attached is the receipt.

Miigwech

*3/14/18
OK
CW*

Effective Date May 7, 2008

MILLE LACS BAND OF OJIBWE GOVERNMENT
Non-Senior Executive Staff Rental Car Policy

Travel/Mileage reimbursement for employees traveling on behalf of the Mille Lacs Band of Ojibwe Government, are outlined in the Office of Management and Budget (OMB) Policy and Procedure manual, available in OMB.

This policy is specific to the rental of vehicles while MLBO Government employees are traveling on MLBO Government related business and does not apply to Senior Executive Staff (SES) as travel policies applicable to SES are detailed in Mille Lacs Band of Ojibwe Statute Title #6, Chapter #3.

While traveling for MLBO Government business purposes, MLBO employees will NOT be reimbursed for rental car expenses, with few exceptions as detailed below.

When traveling for business and no personal automobile is available, MLBO Government employees are expected to travel by taxicab from the airport to their hotel or conference destination. This airport transfer cost is reimbursable to the MLBO employee upon their return, with submission of a post-trip report and taxicab receipt.

However, in the travel situations where it is more costly to travel by taxicab to the MLBO employee's hotel or conference destination, it is permissible to rent a car for such transfer. This rental car cost (less taxes) is reimbursable to the MLBO employee upon their return, with submission of a post-trip report, rental car receipt and documentation proving that the taxicab ride would have cost more than the rental car expense.

In some instances several MLBO employees will travel to the same conference location. If the combined cost of those employees sharing taxicabs from the airport to the conference location is more expensive than the cost of a rental car(s) for the group of MLBO employees, renting a car is acceptable. However, upon their return from travel, with submission of a post-trip report, rental car receipt and documentation proving that the taxicab rides would have cost more than the rental car expense, the rental car expenses (less taxes) will be paid to the vendor or reimbursable to the employee if paid for personally.

If no documentation of cost savings is submitted with a pre-trip or post-trip report that is requesting payment for a rental car, those expenses will not be reimbursed to the MLBO employee or paid for by the MLBO Government. Reimbursement of rental car expenses will only be paid to the MLBO Government employee that is listed on the rental car agreement.

If rental car arrangements are being made for an MLBO Government employee by the Administration department, it is the employee's responsibility to provide the Administration department with documentation to prove the rental car option is a cost savings for the MLBO Government, prior to the rental car arrangements being made.



Travel Expense Statement

Name of Traveler:		Program:	
Address:			
Phone Number:			
Purpose of Travel:	Acct. #		
Purpose of Travel:	Acct. #		
Location of Travel:	Purpose	Dates of Travel:	
		Miles	Amount

	Purpose	Dates of Travel:	Miles	Amount
				\$ -
				\$ -
				\$ -
				\$ -
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Rate per mile 1/1/18	\$ 0.545	Total miles=	-
Total expenses for reimbursement=			\$ -

I certify that the foregoing information is a true, complete, and accurate accounting of my activities to the best of my knowledge and that the claimed amount has not been received.

DATE _____	Signature of Employee _____
DATE _____	Signature of Supervisor _____
DATE _____	Signature of Commissioner _____
DATE _____	Signature of Secretary/Treasurer _____

MILLE LACS BAND OF OJIBWE									
Standard Mileage Reimbursement Updated 11/18/2009									
Starting Location	Gov't	Chr.	E. Lake	Isle	Hinckley	Lk Lena	Mpls	Duluth	Brainerd
Destination City									
Atkin	79	128	37	70	94	128	85	30	
Albert Lea	183	213	194	175	199	248	248	228	
Alexandria	102	144	134	141	164	196	214	88	
Anoka	78	104	78	81	105	27	154	108	
Baraboo, WI	321	349	322	292	259	227	288	350	
Baxter	54	60	52	57	110	184	178	20	
Bemidji	128	190	145	187	220	228	182	98	
Bloomington	108	128	108	83	117	12	186	143	
Brainerd	32	58	50	55	108	135	115	0	
Breezy Point	48	63	65	100	124	148	120	19	
Cambridge	85	70	80	41	64	48	111	84	
Cahton	100	47	82	55	80	136	21	88	
Cass Lake	115	115	133	158	182	213	137	62	
Chicago	501	529	502	472	438	407	468	539	
Clouquet	102	48	84	58	82	138	22	98	
Detroit Lakes	124	150	142	177	204	208	207	82	
Duluth	119	67	102	75	88	155	0	115	
East Lake	57	0	40	59	53	117	67	58	
Fargo, ND	189	186	187	222	285	237	252	137	
Fergus Falls	132	158	150	184	208	180	215	100	
Fond Du Lac	95	46	88	60	83	139	24	85	
Fortune Bay	164	134	189	142	166	222	82	182	
Fort Snelling	108	125	108	87	111	6	169	142	
Garrison	10	47	27	62	56	110	104	20	
Grand Portage	264	212	247	221	214	301	146	261	
Grand Rapids	81	58	98	125	151	208	83	83	
Granite Falls	183	187	184	172	185	127	245	181	
Green Bay, WI	372	394	374	343	302	278	331	411	
Hinckley	53	59	33	0	24	82	75	82	
Isle	18	40	0	35	59	102	101	48	
Little Falls	48	90	52	57	111	105	147	32	
Lake Lena	77	53	59	34	0	105	88	105	
Mahnomen	189	186	177	212	263	244	221	128	
McGregor	52	5	45	64	85	122	84	83	
Milaca	34	57	35	42	96	67	115	84	
Milwaukee, WI	430	458	431	401	367	335	387	458	
Minnawawa	58	14	53	73	95	131	64	80	
Mora	43	47	28	22	45	71	85	74	
Minneapolis	100	118	98	82	108	0	185	132	
Minneapolis Airport	110	142	111	85	108	8	188	149	
Nett Lake	189	130	170	177	200	257	128	217	
North Branch	78	84	83	37	61	45	110	107	
Onamia	12	53	13	49	72	90	115	43	
Pequot Lakes	53	58	70	105	129	153	125	22	
Pillager	45	72	63	110	122	135	128	14	
Pine Center	18	58	28	62	86	110	116	22	
Pine City	65	72	47	15	38	88	88	95	
Princeton	45	87	47	64	78	55	127	76	
Prior Lake-Mystic Lk	113	141	114	108	131	26	180	148	
Red Lake	164	161	182	217	241	283	185	132	
Red Wing	148	180	149	123	145	54	196	155	
Rochester	182	211	183	154	179	85	233	219	
Rutledge-Immersion Grds	80	48	42	20	43	100	58	88	
Sandstone	81	49	43	11	30	91	66	83	
Sawyer	83	25	75	53	87	143	31	84	
Shakopee	108	149	108	105	128	24	178	143	
Sisseton, SD	218	244	218	225	248	220	301	186	
St Cloud	85	98	65	73	97	74	146	82	
St Paul	104	135	105	78	101	8	181	143	
Superior	118	66	100	74	53	154	5	114	
Tower	155	135	170	143	167	223	83	172	
Two Harbors	145	84	128	102	95	182	27	142	
Virginia	159	107	142	116	139	195	85	156	
Wahkon	14	43	3	38	62	88	105	45	
Welch	144	175	146	118	142	80	181	183	
White Earth	149	175	167	202	237	233	232	118	



Memorandum

from the Office of Management & Budget

TO: All Budget Users
 FROM: OMB Accounting Staff
 DATE: 8/17/17
 RE: New Accounting System for OMB

Aaniin,

OMB is using our new accounting system: AX by MicroSoft.

We will be able to better serve Band Member, Vendors and Employees with this new accounting software. We appreciate your patience while all OMB staff are trained on this system. At this time only OMB staff have access to this new system.

You will have new accounts, with a different look, that we are requiring to be on all items submitted to OMB for processing:

4300 – 101 – 2100 – 5 → **Use this full code on your items**

Account code – Fund – Department – Funding Source

This example:

Contracting – 101 Fund – OMB Dept. – 5 IDC Revenue Funding

**** Notice that your Department Code just gained a 0 at the end and it is now a 4 digit Department Code. Each account also has a 3 digit Fund number that is a part of your account string.**

The last number will be one of six funding sources:

- 0 – Other/Misc. Funding
- 1 – Federal Funding
- 2 – State Funding
- 3 – Private Grant Funding
- 4 – Self-Governance Compact Funding
- 5 – IDC Revenue Funding

Important Note: These Budget to Actual reports are current for today. You may notice some unusual line names, and accounts that have been condensed or are missing. OMB will be adjusting your budgets and addressing these issues soon!

Please call any staff in OMB if you have questions.

Chi Miigwech for your patience!

SAMPLE BUDGET



MILLE LACS BAND OF OJIBWE INDIANS
 Budget vs. Actual
5490 - FIRE PREPAREDNESS
 For the Eleven Months Ending Thursday, August 31, 2017

8/8/2017
 8:56 AM

New Account: #

251-5490-4

	August		Fiscal Year to Date					% Used	
	MTD Actual	Encumbrances	Actual	Original	Revisions	Revised	Revised to Actual		
Revenues									
3300	FEDERAL GRANT REVENUE	-	-	\$20,000.00	(\$20,000.00)	-	-	-	
3305	SELF GOVERNANCE REVENUE	-	175,484.00	175,484.00	-	175,484.00	-	100%	
3306	CARRY OVER SELF GOV REV	-	60,851.00	-	60,851.00	60,851.00	-	100%	
3800	MISCELLANEOUS REVENUE	-	-	60,000.00	(50,000.00)	-	-	-	
8030	NET REVENUE	-	-	247,440.30	-	247,440.30	(247,440.30)	-	
	Total revenues	-	236,335.00	492,924.30	(9,149.00)	483,775.30	(247,440.30)	49%	
Expenditures									
4000	SALARIES	4,365.22	154,339.58	238,511.65	(20,000.00)	218,511.65	64,172.07	71%	
4105	HEALTH INSURANCE	(120.00)	56,452.09	102,171.60	(40,000.00)	62,171.60	5,719.51	91%	
4106	LIFE INSURANCE	-	683.68	1,309.93	-	1,309.93	626.25	52%	
4107	DISABILITY INSURANCE	-	2,020.33	3,994.15	-	3,994.15	1,973.82	51%	
4108	DENTAL INSURANCE	(18.35)	2,337.75	3,801.60	-	3,801.60	1,463.85	61%	
4109	WORKERS COMPENSATION	113.23	4,012.64	5,168.32	-	5,168.32	1,155.68	78%	
4110	UNEMPLOYMENT TAX	57.04	2,664.65	4,762.10	-	4,762.10	2,097.45	56%	
4111	RETIREMENT	210.81	7,030.28	13,141.77	-	13,141.77	6,111.49	53%	
4112	EMPLOYERS FICA	322.58	11,486.25	18,246.14	-	18,246.14	6,759.89	63%	
4300	CONSULTING_CONTRACTING	-	24,152.57	1,800.00	37,052.57	38,852.57	14,700.00	62%	
4400	LOCAL MILEAGE	-	1,166.54	243.00	1,000.00	1,243.00	76.46	94%	
4450	NON LOCAL TRAVEL	-	5,419.40	4,200.00	-	4,200.00	(1,219.40)	129%	
4550	POSTAGE	-	60.62	-	21.88	21.88	(28.74)	231%	
5000	TRAINING	-	1,030.00	1,500.00	-	1,500.00	470.00	69%	
5700	MISCELLANEOUS EXPENDITURES	-	503.25	-	375.00	375.00	(128.25)	134%	
6120	VEH_GEN LIAB_PROP INSURANCE	-	2,660.39	-	-	-	(2,660.39)	-	
6300	PRINTING_COPYING	-	-	150.00	(150.00)	-	-	-	
6400	PROGRAM SUPPLIES	-	580.00	9,272.47	6,500.00	10,500.00	7,147.53	55%	
6720	VEHICLE MAINTENANCE	523.79	900.00	25,586.17	16,900.00	14,073.43	30,973.43	4,487.26	83%
7000	SMALL EQUIPMENT	-	-	2,739.40	1,000.00	3,300.00	4,300.00	1,560.60	64%
7100	EQUIPMENT	-	-	-	10,500.00	(5,321.88)	5,178.12	5,178.12	-
8010	INDIRECT COST	-	-	59,024.04	(10,000.00)	49,024.04	20,107.55	59%	
	Total expenditures	5,444.32	1,480.00	342,524.55	492,924.30	(9,149.00)	483,775.30	139,770.75	71%
	Revenue over(under) expenditures	(\$5,444.32)	(\$1,480.00)	(\$108,189.55)	-	-	-	(\$107,569.55)	-

Month To **Year To** **Current** **Unspent**
Date **Date** **Budget** **And**
Expense **Expense** **Available**

Mille Lacs Band of Ojibwe			Date		
Budget Revision					
Department Acct:					
Program Name :					
		Check			Check
Source of Revenue		off	Amount		
Federal Grant			-	Increase in Revenue and Expenditures	
State Grant			-	Contingency Fund Utilization	
Net Revenue			-	Increased Expenditures without	
Carryover			-	Increase in Revenue	
Program Transfer			-		
Income			-		
Total Changes			-		
<hr/>					
Expenditures:	Account Code	Current Budget	Increase	Decrease	Revised Amount
Salaries	4000	-	-	-	-
Health	4105	-	-	-	-
Life	4106	-	-	-	-
Disability	4107	-	-	-	-
Dental	4108	-	-	-	-
Work Comp	4109	-	-	-	-
Unemployment	4110	-	-	-	-
Retirement	4111	-	-	-	-
FICA E/S	4112	-	-	-	-
Pera	4113	-	-	-	-
Contract Services	4300	-	-	-	-
Local Mileage	4400	-	-	-	-
Non- Local Travel	4450	-	-	-	-
Communication	4500	-	-	-	-
Postage	4550	-	-	-	-
Training	5000	-	-	-	-
Misc.	5700	-	-	-	-
Contingency Acct.	5799	-	-	-	-
Office Supplies	6100	-	-	-	-
Insurance	6120	-	-	-	-
Supplies	6200	-	-	-	-
Print/copy	6300	-	-	-	-
Program supplies	6400	-	-	-	-
		-	-	-	-
Equip./Lease Repair	6500	-	-	-	-
Building Maint.	6600	-	-	-	-
Program Activities	6800	-	-	-	-
Utilities	6700	-	-	-	-
Vehicle/Equip. Maint.	6720	-	-	-	-
Small Equip.	7000	-	-	-	-
Equipment	7100	-	-	-	-
Construction	7200	-	-	-	-
		-	-	-	-
IDC	9010	-	-	-	-
Totals:		\$	-	\$	-
Commissioner Signature		Date	Administration Policy Board		Date

Mille Lacs Band of Ojibwe		Date		5/2/2018	
Budget Revision					
Department Acct:	104-1330-4			Sample	
Program Name :	Roads				
Source of Revenue		<small>Check Off</small>	Amount	<small>Check Off</small>	Revision Type
	Federal Grant		-		Increase in Revenue and Expenditures
	State Grant		-		Contingency Fund Utilization
	Net Revenue		-		Increased Expenditures without
	Carryover		-		Increase in Revenue
	Program Transfer		-		
	Income		-		
	Total Changes		-		

Expenditures:	Account Code	Current Budget	<u>Increase</u>	<u>Decrease</u>	Revised Amount
Salaries	4000	95,000.00	-	5,000.00	90,000.00
Health	4105	-	-	-	-
Life	4106	-	-	-	-
Disability	4107	-	-	-	-
Dental	4108	-	-	-	-
Work Comp	4109	-	-	-	-
Unemployment	4110	-	-	-	-
Retirement	4111	-	-	-	-
FICA E/S	4112	-	-	-	-
Pera	4113	-	-	-	-
Contract Services	4300	2,000.00	3,000.00	-	5,000.00
Local Mileage	4400	-	-	-	-
Non- Local Travel	4450	-	-	-	-
Communication	4500	-	-	-	-
Postage	4550	-	-	-	-
Training	5000	7,000.00	-	2,000.00	5,000.00
Misc.	5700	3,000.00	-	1,000.00	2,000.00
Contingency Acct.	5799	-	-	-	-
Office Supplies	6100	-	-	-	-
Insurance	6120	-	-	-	-
Supplies	6200	-	-	-	-
Print/copy	6300	-	-	-	-
Program supplies	6400	-	-	-	-
		-	-	-	-
Equip./Lease Repair	6500	-	-	-	-
Building Maint.	6600	-	-	-	-
Program Activities	6800	-	-	-	-
Utilities	6700	-	-	-	-
Vehicle/Equip. Maint.	6720	-	-	-	-
Small Equip.	7000	-	-	-	-
Equipment	7100	-	-	-	-
Construction	7200	45,000.00	5,000.00	-	50,000.00
		-	-	-	-
IDC	9010	-	-	-	-
Totals:		\$ 152,000.00	\$ 8,000.00	\$ 8,000.00	152,000.00

<i>Comm. of Comm. Development 5/2/18</i>		<i>n/a</i>	
Commissioner Signature	Date	Administration Policy Board	Date

Mille Lacs Band of Ojibwe		Date		5/2/2018	
Budget Revision					
Department Acct: 104-1330-4				Sample	
Program Name : Roads					
		Check		Check	
		Off		off	
Source of Revenue		Amount		Revision Type	
Federal Grant		-		Increase in Revenue and Expenditures	
State Grant		-		Contingency Fund Utilization	
Net Revenue		-		Increased Expenditures without	
Carryover		-		Increase in Revenue	
Program Transfer		-			
Income		-			
Total Changes		-			

Expenditures:	Account Code	Current Budget	Increase	Decrease	Revised Amount
Salaries	4000	95,000.00	-	20,000.00	75,000.00
Health	4105	-	-	-	-
Life	4106	-	-	-	-
Disability	4107	-	-	-	-
Dental	4108	-	-	-	-
Work Comp	4109	-	-	-	-
Unemployment	4110	-	-	-	-
Retirement	4111	-	-	-	-
FICA E/S	4112	-	-	-	-
Pera	4113	-	-	-	-
Contract Services	4300	2,000.00	5,000.00	-	7,000.00
Local Mileage	4400	-	-	-	-
Non- Local Travel	4450	-	-	-	-
Communication	4500	-	-	-	-
Postage	4550	-	-	-	-
Training	5000	7,000.00	-	2,000.00	5,000.00
Misc.	5700	3,000.00	-	1,000.00	2,000.00
Contingency Acct.	5799	-	-	-	-
Office Supplies	6100	-	-	-	-
Insurance	6120	-	-	-	-
Supplies	6200	-	-	-	-
Print/copy	6300	-	-	-	-
Program supplies	6400	-	-	-	-
Equip./Lease Repair	6500	-	-	-	-
Building Maint.	6600	-	-	-	-
Program Activities	6800	-	-	-	-
Utilities	6700	-	-	-	-
Vehicle/Equip. Maint.	6720	-	-	-	-
Small Equip.	7000	-	-	-	-
Equipment	7100	-	-	-	-
Construction	7200	45,000.00	18,000.00	-	63,000.00
IDC	9010	-	-	-	-
Totals:		\$ 152,000.00	\$ 23,000.00	\$ 23,000.00	152,000.00

Comm. of Comm. Development *5/2/18* *Charperonson* 5/14/18
 Commissioner Signature Date Administration Policy Board Date

* **Note: Over \$10,000 must go to APB- (Administrative Policy Board)** *



Memorandum

From the Office of Management & Budget

TO: Directors, Coordinators, and Managers of Federal Funds

DATE: 3/15/19

FROM: Joni Wall, Financial Analyst

RE: A Requirement for Using Federal Dollars – Yearly Notice

Hello,

This is your Yearly Notice of the Requirements for using Federal Compact or Federal Grant Funds for dollar amounts equal to or greater than \$25,000, for a vendor contract or a purchase of supplies.

You will need to perform a search of the Vendor on the Excluded Parties List System on the Federal Government Web Site.

The documentation has to be in your grant file, as to your result, the date, etc. A print screen can be used, or other documentation that you looked up your vendor and have proof that they are not disbarred, or excluded from use.

Of course – if they are listed as excluded, you cannot use that vendor!

How to do this:

Go to www.sam.gov ***You do not need to enroll in anything.

Three choices are given, - go to the third one on the right – Search Records.

Search by Name, DUNS Number or use the “Advanced Search” Features. Try different variations of the Vendor Names(s).

Print your results and keep this documentation in your file. For our yearly audit, the auditors may want to review this information.

Please add this requirement to your contracting and purchasing procedures before you make a contract with a vendor or make a purchase.

Call me with any questions on this.

Thank you,

Joni Wall

Required for Federal and all Grant Awards:

Suspension/Debarment: The Award Recipient agrees to ensure that all sub recipients or vendors are neither excluded nor disqualified under the Suspension and Debarment rules found at 7CFR sec. 3017.300.

Do this by Checking the System for Awards Management (SAM).

This information can be found at www.sam.gov

You do not need to create a username or log-in.

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with the SAM logo and a 'NEW WAY TO SIGN IN' button. Below the navigation bar, there are several alert messages. The main content area features a 'Getting Started' section with three options: 'Create A User Account', 'Register Entity', and 'Search Records'. The 'Search Records' option is circled in red, and an arrow points to it from a box labeled 'Click here'. At the bottom of the page, there is a footer with the GSA logo and a list of links including Search Records, Notifications, SAM.gov, Data Access, Acquisition, USA.gov, Check Status, Finance Data, GSA.gov, About, and Help.

Home | Search Records | Data Access | Check Status | About | Help

ALERT - June 11, 2018: Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator. Read our updated FAQs to learn more about changes to the notarized letter review process and other system improvements.

ALERT - There may be a delay in data updates between the Small Business Administration (SBA) and SAM. If you notice any issues with your entity's SBA status or credits on the SBA Supplemental page, please contact the Federal Service Desk.

ALERT - Direct hyperlinks to the Federal Acquisition Regulation (FAR) are not working due to Acquisition.gov maintenance. SAM.gov will restore all hyperlinks as soon as the FAR is restored on Acquisition.gov.

ALERT - SAM.gov will be down for scheduled maintenance Saturday, 03/16/2019, from 8:00 AM to 3:00 PM (EST).

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account
Start by creating a SAM user account.

Register Entity
After creating your SAM user account, log in to register to do business with the U.S. government.

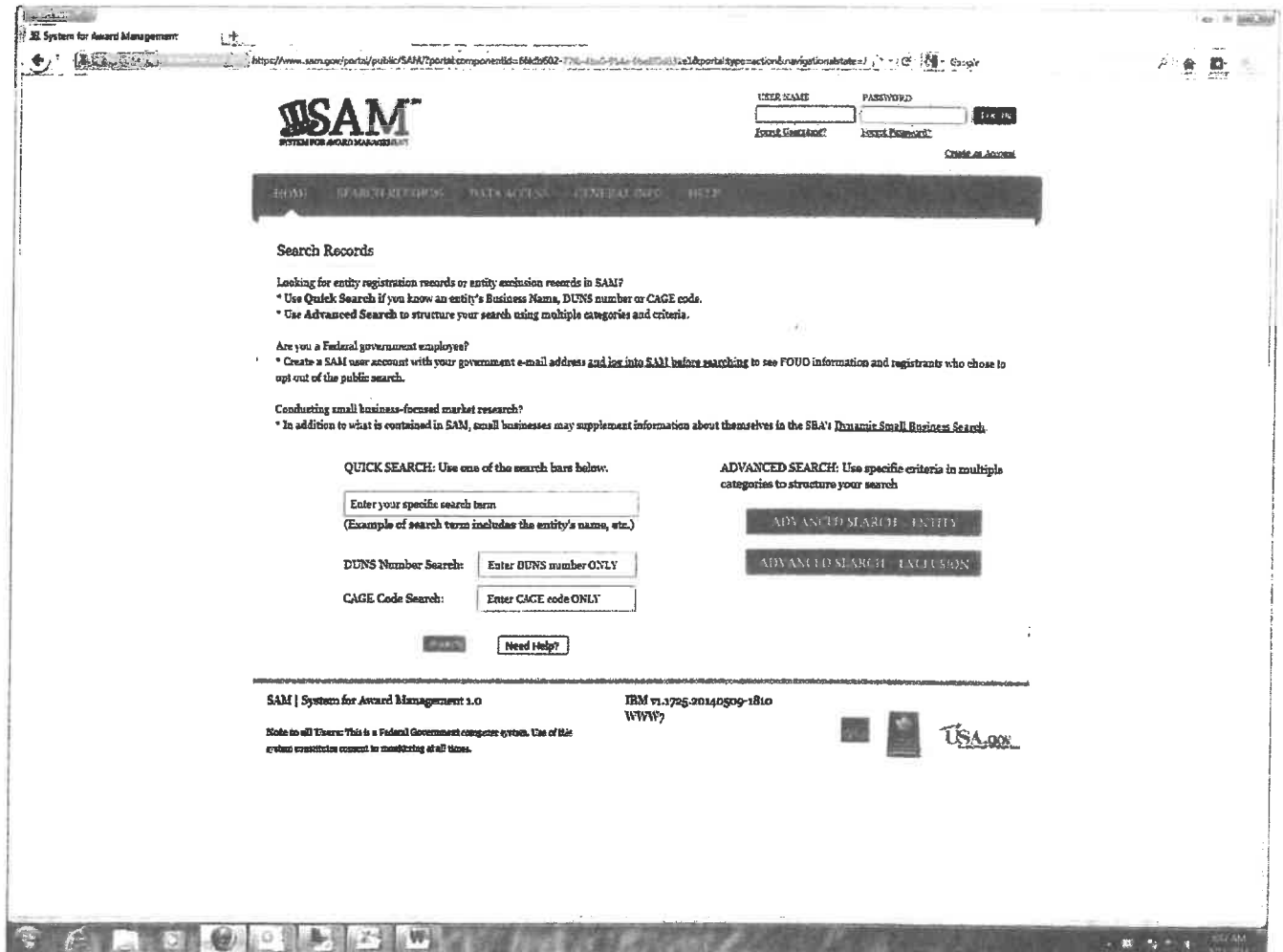
Search Records
Do a public search for existing entity registration records or exclusion records.
Federal users can log in to see additional information.

Click here

GSA
HOME | SEARCH RECORDS | DATA ACCESS | CHECK STATUS | ABOUT | HELP

Search Records | Notifications | SAM.gov
Data Access | Acquisition | USA.gov
Check Status | Finance Data | GSA.gov
About | Help | FAR.gov

Follow the Steps Below:



Hint: Use several ways of spelling your Vendor Name for the Search:

Make a Print Screen Copy of your results. Save for your file.

Print Screen: With the window open you want to make a copy of, hit your PrtScn button on the top of your keyboard. Open Word, right click and choose Paste. Save and Print for the file.

Results for the File:

The screenshot shows the SAM System for Award Management search results page. At the top, there is a navigation bar with links for HOME, SEARCH, ACTIONS, SYSTEMS, GENERAL INFO, and HELP. The main heading is "Search Results". Below this, there is a paragraph explaining that search results represent the broadest set of records that match criteria, and users can use search filters to narrow results. It also notes that some entities may opt out of public display and that users must be logged in as a Federal Government user to see all records. A "Save Search" button is mentioned for future use.

Current Search Terms: MILLE LACS BAND of Ojibwe

Clear Search

RESULTS: 1
Result page 1 of 1

Save PDF Export Results Print

Sort by: Modified Date Order by: Descending

FILTER RESULTS Your search for "MILLE LACS BAND of Ojibwe" returned the following results:

By Record Status	Entity	Corporate Classification of the MILLE LACS Band of Ojibwe Indians	Status	View Details
<input checked="" type="checkbox"/> Active	Entity	DUNS: 08080000	CAGE Code: 63749	View Details
	Entity	Has Active Exclusion?: No	DDAAC	View Details
	Entity	Expiration Date: 07/27/2014	Delinquent Federal Debt?: No	

By Functional Area	Entity	MILLE LACS BAND OF OJIBWE	Status	View Details
<input type="checkbox"/> Entity Management	Entity	DUNS: 08080000	CAGE Code: 63749	View Details
	Entity	Has Active Exclusion?: No	DDAAC	View Details
	Entity	Expiration Date: 07/27/2014	Delinquent Federal Debt?: No	

Note: Filters are case sensitive

RESULTS: 1
Result page 1 of 1

Save PDF Export Results Print

SAM | System for Award Management 1.0 IBM v1.725-20140509-1810 WWW7

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

USA.gov

Important: Sign and Date your Results!