



Little River Band of Ottawa Indians

375 River Street
Manistee, MI 49660
(231) 723-8288

Resolution # 04-1222-534

Approval of Audit Schedule for 2005

WHEREAS, the status of the *Gaá Čhing Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, section 7(I) to manage the funds of the Tribe and to protect those funds through the adoption of ordinances, resolutions or motions; and

WHEREAS, the Tribal Council adopted the Audit Ordinance, #03-100-08, which requires the Comptroller General to submit an audit schedule to the Tribal Council for approval on or near the last scheduled meeting of the year, *cf. Audit Ordinance, 4.01*; and

WHEREAS, the Comptroller General has submitted a schedule of audits and identified the purpose of those audits for 2005; and

WHEREAS, the schedule of audits does not preclude conducting unscheduled audits during 2005 in regards to issues brought forward to, or identified by, the Comptroller General during the course of 2005;

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby approves the schedule of audits identified below.

2005 Time Allocation

<u>Position</u>	<u>Annual Hours</u>	<u>Holiday / Vacation</u>	<u>Continuing Education</u>	<u>Consulting T.C.. Request</u>	<u>Audit Hours</u>	<u>Allocated Hours</u>
Comptroller General	2080	268	80	400	1332	2080
Government Operations Audit Manager	1720	186	40	120	1374	1720
Total Staff Hours	3800	454	120	520	2706	3800

2005 Audit Schedule

* Listed in order of priority

<u>Department / Function</u>	<u>Anticipated Hours</u>	<u>Planning Phase</u>	<u>Fieldwork Phase</u>	<u>Corrective Action Plan</u>	<u>Report Writing</u>	<u>Quality Reviews</u>	<u>Audit Presentation</u>	<u>Total Hours</u>
Education - Carryover								
Work in Process	26	0	8	2	8	4	4	26
Finance - Accounts Payable	80	8	48	8	8	4	4	80
Finance - Budget Process	80	8	48	8	8	4	4	80
Finance - Accounts Rec.	40	4	24	4	4	2	2	40
Finance - Grants / Contracts	80	8	48	8	8	4	4	80
Finance - Payroll	80	8	48	8	8	4	4	80
Finance - Record Retention / Maintenance	40	4	24	4	4	2	2	40
Natural Resources / Conservation	200	24	132	16	16	8	4	200
Commodities	40	4	24	4	4	2	2	40
Elders	40	4	24	4	4	2	2	40
Public Safety	160	16	116	8	8	8	4	160
Planning	80	8	48	8	8	4	4	80
Family Services	200	24	132	16	16	8	4	200
Facilities / Wastewater Treatment	200	16	156	8	8	8	4	200
Finance - General Ledger Maintenance	80	8	48	8	8	4	4	80
Finance - Reporting / Closing Process	40	4	24	4	4	2	2	40
Finance - Fixed Asset / GASB 34 Compliance	80	8	48	8	8	4	4	80

Members Assistance	80	8	48	8	8	4	4	80
Economic Development	80	8	48	8	8	4	4	80
Housing - IHBG Self								
Monitoring Program	80	8	48	8	8	4	4	80
Grant Writing Activities	80	8	48	8	8	4	4	80
Gaming Compliance								
Department	200	16	156	8	8	8	4	200
Professional								
Development	80	16	40	8	8	4	4	80
Finance - Risk								
Management	80	8	48	8	8	4	4	80
Finance - Tax Office	80	8	48	8	8	4	4	80
Courts	80	8	48	8	8	4	4	80
Legal	80	8	48	8	8	4	4	80
Tribal Council	80	8	48	8	8	4	4	80
Ogema	80	8	48	8	8	4	4	80
Commissions	80	8	48	8	8	4	4	80
Total Hours	2706	276	1724	230	236	130	##	2706

Education – Carryover Work In Process

Remaining work to be conducted on department audit started in 2004.

Finance – Accounts Payable

Review controls and processing of accounts payable through the accounting system in accordance with established policies, procedures and regulations. Report on control deficiencies and improvements necessary.

Finance – Budget Process

Review that the budget process is done in accordance with applicable ordinances and internal policy. Review that the budget is input into accounting software as amended during the fiscal year. Report on improvements to process and controls in place.

Finance – Accounts Receivable

Review that receipts of the Tribe are adequately recorded in the accounting system. Determine that grants / accounts receivables are recorded prior to receipt of cash in the accounting system. Report on improvements to process and controls.

Finance – Grants / Contracts

Review that appropriate and timely reporting of grants is occurring in accordance with internal policy and Federal regulations. Determine that controls in place are adequate to support reporting requirements. Determine that cash collections of grant funds are done in a timely manner. Report on improvements to process and controls in place.

Finance – Record Retention / Maintenance

Review record retention policies implemented by the Tribe. Determine if records are maintained in accordance with established policies and procedures. Report on improvements to records retention / maintenance and controls in place.

Natural Resources / Conservation

Review that Federal programs conducted by the Natural Resource / Conservation are done in accordance with Federal and internal policies. Further review that programs administered through ordinances and regulations are done appropriately. Report on control deficiencies and improvements to programs administered.

Commodities

Review that the commodity program administered through the Tribe is done in accordance with Federal and internal policies. Report on improvements to program administration and controls.

Elders

Review that the financial activities of the elders are appropriately supported and budgeted. Report on improvements to controls as necessary.

Public Safety

Review that policies and procedures of the department are adhered to in accordance with internally generated policies and procedures. Review that Federal grants are appropriately administered. Report on control deficiencies and improvements to program administration.

Planning

Review that activities conducted through the Planning Department are conducted in accordance with internal policies and procedures. Report on improvements to the administration of the department and compliance with controls.

Family Services

Review program administration and compliance with internally generated policies and procedures. Determine effectiveness of programs administered. Report on improvements to controls and program administration.

Facilities / Wastewater Treatment

Review that programs and sub-departments are administered in accordance with internal policies. Determine that Federal, State and Local regulations are followed as applicable for various functions carried out by the department. Report on any control issues and improvements to the effectiveness of the operations.

Finance – General Ledger Maintenance

Review that the maintenance of the accounting general ledger is done through approved controls and policies. Determine that adjustments and monthly postings are adequately supported. Report on improvements to controls and processes.

Finance – Reporting / Closing Process

Determine that the reporting and closing process of the accounting records is done timely and accurate. Survey users of reports to determine the user needs of accounting information are met. Report on improvements to closing controls and reporting process.

Finance – Fixed Assets / GASB 34 Compliance

Determine that there is an adequate accounting and tracking of fixed assets. Review that the methodologies utilized are in compliance with Government Accounting Standard Board pronouncement number 34 (GASB 34). Review for other financial reporting requirements under GASB 34 are being met. Report on control deficiencies and improvements to compliance.

Members Assistance

Review that programs administered by the Members Assistance Department are done in accordance with internal policies, ordinances and regulations. Report on control deficiencies and improvements to the program.

Economic Development

Review that activities conducted through the Economic Development Department are in accordance with internal policies and procedures. Review that activities conducted are supportive of conclusions made. Review that processes are established and followed. Report on control deficiencies and improvements to department administration.

Housing – IHBG Self Monitoring Program

Prepare and report on the required checklists provided through the Indian Housing Block Grant Self Monitoring Program. Report on significant control issues noted for administration of grant.

Grant Writing Activities

Review that internal policies for the application and acceptance of grants are followed. Determine that the process is administered in the most effective manner to maximize grant opportunities available to the Tribe. Report on control issues and administration improvements.

Gaming Compliance Department

Review the Gaming Compliance Department is following internal procedures for department administration, maintenance and protection of department assets. Report on department control deficiencies and administration.

Professional Development

Determine effectiveness of professional development program. Evaluate the effectiveness of classes / programs offered. Determine cost effectiveness of trainings offered at the Tribal level. Review internal procedures for compliance. Make recommendations for improvement.

Finance – Risk Management

Review policies and procedures developed by the Finance Department to minimize risk in regards to insurance coverage. Review that adequate coverage has been obtained and plans for continued review and maintenance of insurance providers. Report on improvement to processes and procedures.

Finance – Tax Office

Review that appropriate policies and procedures have been developed for the administration of the tax agreement with the State of Michigan. Determine controls are adequate for proper tracking of agreement provisions. Report on control issues specific to the tax agreement.

Courts

Review that internal policies and procedures related to financial transactions initiated are followed. Make general inquiries as to the internal policies and procedures utilized. Report on control issues specific to policies related to financial transactions.

Legal

Review that internal policies and procedures related to financial transactions initiated are followed. Make general inquiries as to the internal policies and procedures utilized. Report on control issues specific to policies related to financial transactions.

Tribal Council

Review that internal policies and procedures related to financial transactions initiated are followed. Make general inquiries as to the internal policies and procedures utilized. Report on control issues specific to policies related to financial transactions.

Ogema

Review that internal policies and procedures related to financial transactions initiated are followed. Make general inquiries as to the internal policies and procedures utilized. Report on control issues specific to policies related to financial transactions.

Commissions

Review that internal policies and procedures related to financial transactions initiated are followed. Make general inquiries as to the internal policies and procedures utilized. Report on control issues specific to policies related to financial transactions.

Tribal Council / Comptroller General Discretion

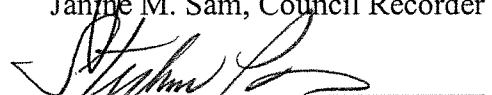
Time available for additional audit requests by Tribal Council in accordance with the Audit Ordinance.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 7 FOR, 0 AGAINST, 0 ABSTAINING, and 2 ABSENT, at a Regular Closed Session of the Little River Band of Ottawa Indians Tribal Council held on December 22, 2004, at the Little River Band's Conference Room in Manistee, Michigan, with a quorum being present for such vote.



Janine M. Sam, Council Recorder



Stephen Parsons, Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Tribal Court