

**REDDING RANCHERIA
TRIBAL GOVERNMENT POLICIES**

Chapter TP 4–250

Receipts, Banking and Disbursing



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SECTION 1: PURPOSE

To establish uniform policies to ensure that the liquid assets of the Redding Rancheria are appropriately safeguarded and that all efforts are made to maximize the earnings on such assets.

SECTION 2: BACKGROUND AND INTENT

This Chapter sets forth direction regarding the collection and receipt of funds, accounting of revenues, disbursement of funds, selection of depositories, and limitations on borrowing.

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: APPLICABILITY

This policy applies to the Redding Rancheria and all of its subordinate organizations and enterprises as applicable to the business purpose of each unit of the Redding Rancheria Tribal government, and shall be utilized as a minimum requirement to be augmented with day-to-day procedures.

SECTION 6: REVENUE AND DEPOSITORIES

- (a) All cash received by the Tribe shall be receipted for by official Tribal receipt and shall be deposited, together with other receipts, intact, in such depository as shall be selected by the Tribal Council. The Chief Financial Officer shall make provisions to ensure that all funds are deposited timely.
- (b) Unless otherwise provided by policy of the Tribal Council, all monies of the Tribe which are held in bank accounts shall be insured by the Federal Government as to both principle and interest or otherwise collateralized by the bank.
- (c) All revenues shall be credited to such funds as are established by the Tribal Council for which they are received, provided that any revenues not designated to be credited to any other fund shall be credited to the General Fund.

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- (d) No accounts may be opened with any bank or financial institution in the name of the Redding Rancheria or any of its subordinate organizations or enterprises without the approval of the Tribal Council, by resolution, or by standing authority contained within organizing documents.
- (e) The CEO and CFO shall recommend an overall banking strategy intended to balance banking relationships with an appropriate number of banking establishments and avoiding over reliance on any single institution. The strategy shall be coordinated with all subordinate organizations.

SECTION 7: DISBURSEMENTS

(a) Disbursements by Check

- (1) All disbursements in excess of \$50 shall be made by check, except as specifically authorized by the Chief Executive Officer. Checks shall be managed as follows;
 - (A) Checks shall be prepared only by accounting personnel not associated with the approval of expenditures or invoices.
 - (B) Checks shall be made out to specified payees pursuant to approved vouchers or invoices, and shall not under any circumstances be made payable to cash or bearer.
 - (C) Checks shall be issued under numerically controlled sequence. Checks which are spoiled or voided shall be stamped "void" and the signature portion of the check destroyed and the voided check maintained in numeric sequence for record purposes. Unused checks shall be secured and available only to accounting personnel.
 - (D) Checks shall be signed only by individuals authorized as signers by the Tribal Council. Check signers shall be an individual who is independent of any accounting or purchasing function.
 - (E) No checks shall be presented to authorized check signers for signature unless such check is completely filled out and accompanied by appropriate supporting documents. Signers shall not sign blank checks. Facsimile may be utilized with approval of the designated signer.

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(F) Disbursements shall be timed so as to maximize cash flow while meeting payment obligations to vendors and contractors and taking advantage of available discounts. Procedures shall be established to ensure that all obligations are paid when due.

(b) Payroll

- (1) Payroll shall be processed bi-weekly and paid on or before the following Friday or on the last working day before the following Friday in the event that the Friday falls on a holiday.
- (2) Special payroll advances may be made in the case of emergencies, such as death in family or other serious emergency. Such advances may be authorized by an employee's supervisor for an amount not to exceed net payroll due the employee, and must be withheld from the employee's next paycheck. No advances are authorized except for emergency situations.
- (3) Payroll shall only be paid to employees for which appropriate authorizations have been received in accounting pursuant to personnel policies.
- (4) Payroll shall be paid only on the basis of authorized pay rates and time and attendance records certified by the employee and approved by the employee's supervisor. Time and attendance records shall reflect hours worked and hours of leave taken, and shall reflect the time worked under each cost center in the event that an employee's payroll and related costs are to be distributed to more than one cost center.
- (5) Overtime pay shall be paid only as authorized by the personnel policies.
- (6) Payroll tax deductions shall be made pursuant to federal and state guidelines.
- (7) Voluntary deductions associated with Tribal services or tribally sponsored benefit plans may be made if supported by written authorization of the employee.

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- (8) The Chief Financial Officer shall prepare and file all necessary payroll tax reports and ensure that all payments of payroll taxes and insurance are made on a timely basis.
- (9) Distribution of payroll costs shall be as authorized by managers and supported by time and attendance records. The Chief Financial Officer shall provide each department manager, at his/her request, with a monthly report indicating the amounts charged to each cost center, by individual, along with monthly financial reports required pursuant to this Tribal policy.

(c) Petty Cash Funds

Petty cash funds may be established for the purpose of making change and small disbursements pursuant to the following:

- (1) Each petty cash fund shall be authorized by the Chief Executive Officer, in writing. Such authorization shall specify the specific name, location and maximum amount of such fund and authorized expenditures from such fund.
- (2) Petty cash funds shall be operated as impressed funds by individuals who are independent of cash receipting, accounting or payroll functions, to the extent possible.
- (3) Petty cash may be disbursed for small purchases, supplies and operating costs, but shall not be disbursed for payment of payroll, personal items or any item in excess of \$50, except as authorized by the Chief Executive Officer.

(d) Disbursement by Money Wire and Electronic Funds Transfer

Funds may be disbursed by money wire or electronic funds transfer when approved by the Chief Executive Officer and an authorized check signer. In the case of transfers between Tribal accounts which have been pre-authorized by the Tribal Council for the wiring of funds, such wires may be initiated in accordance with the authorization and with such signatures as are set for on such account by the Tribal Council.

(e) Transfers between Checking Accounts

Transfers between Tribal checking accounts may be initiated on the signature of Chief Financial Officer.

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SECTION 8: ACCOUNTS RECEIVABLE

- (a) The Chief Financial Officer shall make provisions for the timely collections of all sums owed to the Tribe and shall maintain accurate and up to date records of all accounts receivable.
- (b) The Chief Financial Officer shall recommend and the Chief Executive Officer shall initiate collection actions as necessary to provide for the timely collections of all amounts due the Tribe.

SECTION 9: CASH AND FUND MANAGEMENT

- (a) The Chief Financial Officer shall be responsible for establishing appropriate cash and fund management procedures and controls to ensure that all the earnings on all available Tribal funds are maximized.
- (b) Daily records shall be maintained reflecting the balances of all Tribal accounts.

SECTION 10: BORROWING

- (a) No borrowing or other financing arrangement shall be made or entered into on behalf of the Tribe unless authorized by the Chief Executive Officer. Provided that, any obligations involving amounts in of excess of \$50,000 shall require approval of the Tribal Council.
- (b) For the purposes of "(a)" above, leases or rental agreements in terms of which exceed one year, and/or \$10,000 shall be considered financing arrangements.
- (c) Collateral for financing arrangements shall be limited to the assets acquired or leased unless specifically authorized by the Tribal Council.
- (d) The Chief Financial Officer shall provide a comprehensive record of all debts and financing arrangements and shall ensure that provisions are made for meeting obligations of such agreements.
- (e) No waiver of Redding Rancheria's sovereign immunity in conjunction with borrowing may be provided without approval of the General Council.

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SECTION 11: CREDIT CARDS/DEBIT CARDS

- (a) The Chief Executive Officer may authorize credit and debit cards and provide internal operation policies for their use. Credit and debit cards shall be limited in number to those required for the efficient conduct of business and shall not exceed the authority provided in Section 10 of this policy. No cash advances will be authorized on credit or debit cards.

Legislative History:

Adopted by Tribal Council Resolution #09-03-96A, dated September 3, 1996.

Amended by Tribal Council Resolution #7-21-98, dated July 21, 1998.

Amended by Tribal Council Resolution #058-10-24-06, dated October 24, 2006.

Amended by Tribal Council Resolution #011-02-11-14, dated February 11, 2014.

Amended by Tribal Council Resolution #026-05-11-21, dated May 11, 2021.