

**The Black Mesa (Kits'iili) Chapter
Policies and Procedures for the
Chapter General Activity Funds**

Include in the right section: CAF

A two-copy receipt ticket shall be use to record all cash received whether by money order or currency. The cash receipt tickets shall be pre-numbered.

I. PURPOSES

The purpose of the established policies and procedures is to provide control and guidance to the chapter in administering the Chapter General Activity Funds. The objectives of these programs are as follows:

II. POLICIES

A. Funds generated from equipment from equipment rental, water sales, building rental, printing and copying cost shall all be reincorporated back into the Black Mesa (Kits'iili) Chapter. These funds shall be used for donations, ~~funeral expenses~~ and/or ~~medical expenses~~ based on availability of funds.

III. ELIGIBILITY CRITERIA (Procedures)

A. Donations, ~~funeral expense~~ & medical expense.

1. Letter of request to Black Mesa (Kits'iili) chapter house.
2. Chapter and community approval at a regular Chapter meeting.
3. \$450.00 checks for donation and ~~funeral expense~~ will be written out to the business.
4. \$100.00 check will be written out to the person with IHS referred off-reservation ~~the~~ medical appointment. **Not to be used when using non-emergency medical transport.**

B. Requests must have supporting documents, i.e. Letter requesting for donation, ~~funeral or obituary notice~~ assistance application request form, and medical ~~appointment slip bill~~.

INTERNAL CONTROL PROCEDURES:

- A.** Receipts must be returned. If not, funds will will be deducted from cannot received assistance for one fiscal year.
- B.** Assistance is once a year.

IV. MONITORING

- A.** The Chapter ~~Administration Community Service Coordinator/Chapter Manger~~ shall have the day-to-day oversight responsibility for the administration of all chapter activities involving the Public Employment Program.
- B.** The Chapter ~~Administration Local Governance Support Center~~ shall have expenditure oversight and ensure that all chapter Public Employment Program are expended in accordance with applicable Navajo Nation, state and federal law.
- C.** The ~~Budget and Finance Transportation and Community Development~~ Committee of the Navajo Nation Council shall have nationwide oversight responsibility for chapter Public Employment Program funds.

VIII. Amendments:

The ~~Black Mesa (Kits'ili)~~ Chapter may make any changes to the Policies & Procedures upon membership or recommendation by the ~~Black Mesa (Kits'ili)~~ ~~Chapter Community Services Coordinator/Chapter Manager~~ Chapter Administration or the Chapter Officers.
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