



CHEHALIS TRIBAL GOVERNMENT MANAGEMENT  
AND FINANCIAL TRACKING SYSTEM

October 1979

Confederated Tribes of the Chehalis Reservation

PREPARED BY

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## Introduction

This manual includes two separate sections. The first section illustrates and describes the structure of the Chehalis Tribal Government. The functions of each element of the tribal government structure are clearly spelled out and illustrated. Supervisory and line authority responsibilities are depicted in easy terms and in accordance with personnel job descriptions. A clear distinction is drawn between the policy making functions and executive administrative functions. How the Chehalis Tribal Government is organized is dictated by the tribal constitution. The function of each element is determined by the Constitutional preamble and article one.

The second section describes the procedures authorized by the Business Committee that must be used to secure goods and services. This section also describes the process required to secure reimbursements from contracting and granting agencies.

The authoris of this report gratefully acknowledge the patient and helpful assistance of the Business Committee, the Contracts administrator Jerri Simmons and the many helpful staff of the Chehalis Tribal Government.

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## Section I. Chehalis Tribal Government Management Structure

The Chehalis Tribal Government is structured to maximize clear communications and efficiency and minimize cost for operation. In accordance with the Chehalis Tribal Constitution the tribal government is organized to achieve the greatest direct influence and control of tribal members by designating the General Council (all enrolled members of the Confederated Tribes of the Chehalis Reservation eighteen (18) years and older) as the original authority for overall tribal policy.

Under the Constitution the Chehalis Business Committee is designated as the tribal governing authority with definite powers and duties not retained by the General Council. The Business Committee is established to include a Chairperson, Vice-Chairperson, Secretary, Treasurer and Committee Member. The Committee is empowered to determine its own rules and procedures.

By virtue of the authority vested in it the Business Committee has authorized the establishment of a management structure that includes five offices, four Divisions and several semi-independent agencies to execute the policies and directions of the General Council and the Business Committee.

The functions of each element of the management structure is designed to function in accordance with six purposes and goals as set forth by the Chehalis Constitution.

- To continue the Chehalis Tribal Community.
- To establish a government for the purpose of managing tribal affairs.
- To improve the economic condition of the Chehalis tribal community and tribal members yet unborn.
- To promote and protect the interests of the Chehalis tribal community.
- To maintain cooperative relations with the United States.
- To maintain cooperative relations with neighboring state, local and tribal governments.

The Functions of Offices, Divisions and Agencies

The Chehalis Tribal Government management structure includes five Offices (i.e., Office of the Chairperson, Office of the Vice Chairperson, Office of the Secretary, Office of the Treasurer, and the Office of the Committee person), four Divisions (i.e., Tribal Enterprises Division, Natural Resources Division, Social Services Division and the Education Divisions), and several semi-independent agencies (i.e., CETA Manpower and the Housing Authority).

The general purpose of Offices is to develop and execute policies. Divisions administer programs and projects while agencies carry out policy development, executive and administrative responsibilities consistent with their charter.

## Functions of Offices

### Office of the Chairperson:

As the chief executive office of the Chehalis Tribes the Chairperson's Office has the function of executing the policies and laws of the General Council and the Business Committee, and overseeing the administration and management of central clerical and housekeeping services.

The Office of the Chairperson has direct supervisory responsibility over the Natural Resources Division. The Chairperson's office has the responsibility for defining and authorizing staff lines of authority within the Natural Resources Division and among the staff performing central clerical and housekeeping services.

### Office of the Vice-Chairperson:

In addition to fulfilling the duties of the Vice-Chairperson, the Office of the Vice-Chairperson has the function of grants and contracts development and administration, planning coordination and supervision of staff and personnel within the Human Services Division and the Education Division.

The Office of Vice-Chairperson has the responsibility for defining and authorizing staff lines of authority within the Human Services Division, Education Division and the staff performing contracts and grants development and administration and planning.

Office of the Treasurer:

As the custodian of all monies within the control of the Chehalis General Community Council the OFFICE OF THE TREASURER has the function of receiving and dispersing funds in accordance with ordinances and resolutions of the Business Committee. All staff performing accounting and bookkeeping duties are directly or nominally supervised by this office.

The Office of the Treasurer has the responsibility for defining and authorizing staff lines of authority within accounting.

Office of the Secretary:

The OFFICE OF THE SECRETARY has the function of recording the official business of the General Community Council and the actions of the Business Committee and conducting official communications with the United States Bureau of Indian Affairs and other external governments and agencies.

Office of the Committee Person:

The function of this office is to discharge the duties of the elected Committee Person as determined by the General Community Council.



## Functions of Divisions

### Tribal Enterprises Division:

To promote the planning, development and management of tribally owned businesses and other capitol generating activities that use tribal manpower and natural resources for the economic benefit of the Chehalis tribal community.

### Natural Resources Division:

To promote the effective and efficient management, protection, enhancement and use of tribal natural resources (including but not limited to land, water, timber, wildlife and minerals within the Chehalis Reservation) for the present and future beneficial use and enjoyment of the Chehalis tribal community.

### Human Services Division:

To promote the social and health wellbeing of the Chehalis tribal community through the provision of services and assistance to individual tribal members and families in accordance with Chehalis tribal culture, values and traditions.

#### Education Division:

To promote Chehalis tribal identity, a thoughtful understanding of Chehalis culture, values and traditions; and provide learning opportunities for all Chehalis tribal members.

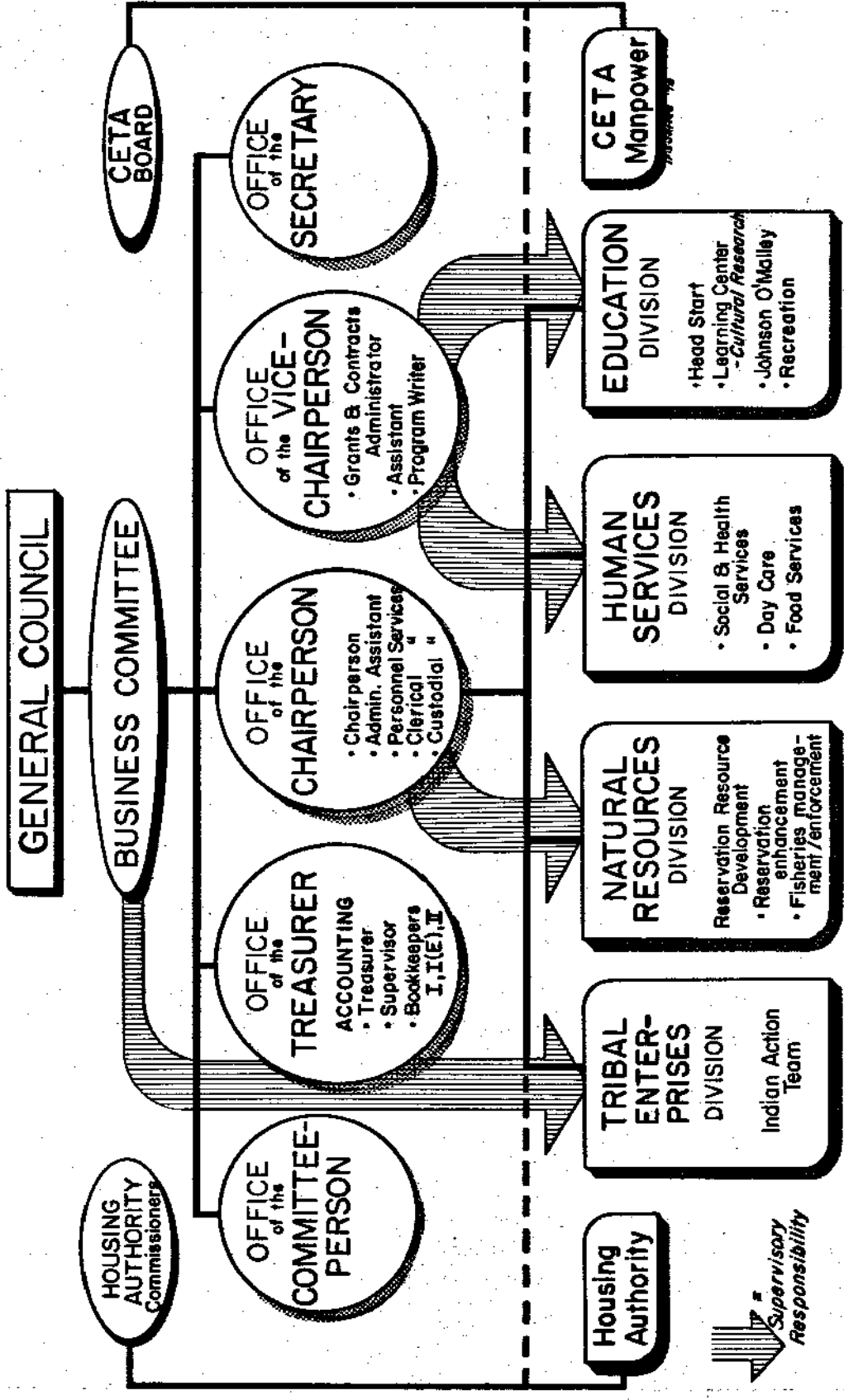
#### Functions of Agencies

To conduct programs and projects that require unique policy and administrative structures for the provision of services and assistance to the Chehalis tribal community; and to perform managerial or regulatory activities unsuitable for Office or Division responsibility. Supervision of an Agency is carried out by a special commission, committee or board established by authority of the General Community Council or Business Committee.

#### The Policy Process

The primary authority for setting tribal policy is in the General Community Council. Such policy or law can be established by ordinance, resolution or oral motion duly adopted by the Community Council. Such ordinances, resolutions and other laws may be enacted during a public meeting or by referendum.

Recommendations for policy may originate with an individual, group of tribal members or officials of the Business Committee.



**CHEHALIS TRIBAL GOVERNMENT MANAGEMENT and SUPERVISORY STRUCTURE**

Where authority to develop policy has been transferred from the General Community Council to the Business Committee tribal law and policy will originate with the Business Committee.

The duty to execute policy or law once established is placed within the authority of the Chairperson and the Business Committee members. The Business Committee may delegate its authority to execute policy and laws and place authority in the appropriate appointed staff. Delegation of such authority to appointed staff is carried out by way of Business Committee Resolution, a letter of authorization by the Chairperson, through approval of personnel job descriptions, or through approval of grants, contracts and other appropriation of funds.

Section II. Chehalis Tribal Financial Tracking System

What is a financial Tracking System?

It is a set of procedures established to guide policy makers, administrators and other personnel in the purchase of goods or services. The tracking system consists of a series of checks and balances calculated to insure accuracy and efficiency in the expenditure of funds from the tribal treasury.

Nine steps to purchase goods and services in the Chehalis Tribal Government.

To insure accurate and efficient accounting of tribal government purchases and expenditures the Chehalis Business Committee has authorized the following procedures to be used by tribal government authorities when purchasing goods and services.

Procedure

Contract, Grant or appropriation  
authorized by the Business Committee

Explanation

Before any funds can be considered as available the Business Committee must establish the policy for goals and objectives to be achieved in a program

Procedure

Explanation

or project. The Business Committee then establishes policy describing how much funding will be available to achieve the goals and objectives and how the funds will be distributed in a budget.

- 0 -

Purchase order  
Project director's signature

Once a budget has been authorized an authorized official (Project Director) is permitted to expend funds. To secure goods and services by filling out and signing a purchase order.

- 0 -

Contracts & Planning determines Allowability - Contracts Administrator signature on Purchase Order

The initiated Purchase Order is submitted to the Contracts Administrator to determine the allowability of the proposed purchase. Allowability is established if in the judgement of the Contracts Administrator the intentions of the Business Committee will be realized by the purchase.

Procedure

Goods or Services are secured with the Purchase Order - Invoice is Received

Explanation

Signed by the Contracts Administrator and the appropriate program official the Purchase Order may be used to secure the goods or services. When the item or service is received an invoice must be secured and attached to the Purchase Order copy.

- 0 -

Purchase Order & Invoice to Accounting. Voucher Prepared

Copies of the Purchase Order and Invoice are submitted to the Office of the Treasurer, Accounting where a voucher is attached. The voucher may be signed by the program authority if the actual amount of purchase is established and the goods or services are clearly identified.

- 0 -

Notice of fund obligation to program authority

When the Purchase Order, Invoice and Voucher are submitted to accounting the Office of the Treasurer issues a formal

Procedure

Explanation

notification of actual or estimated fund obligation. The amount of the expenditure is noted with the additional statement that the obligated funds will not be available for further use. The notice includes a statement regarding the balance remaining in the budget category. A weekly budget statement will be issued by the Office of the Treasurer to the Business Committee, Contracts and Planning and the affected program.

- 0 -

Accounting holds purchase order, invoice and voucher until billing is received.

All materials associated with the purchase are temporarily held on file until receipt of formal Billing - Accounts Payable.

- 0 -

Billing Received - attached to purchase order, invoice & voucher

All materials are attached and included in a report to the Business Committee each week.



Procedure

Billing, Purchase Order, Invoice & Voucher reviewed by Business Committee

Approved payment to accounting for issuance of Check - signatures of Chairperson and Treasurer

or

No approval for payment.

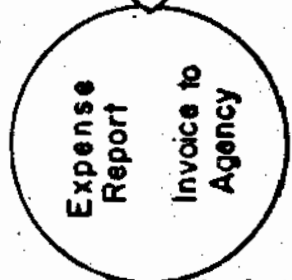
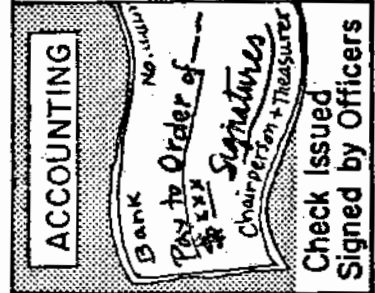
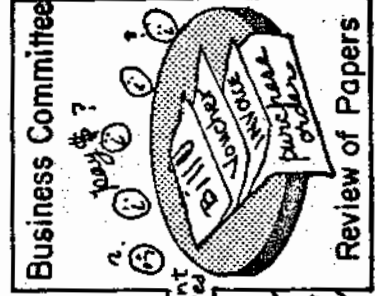
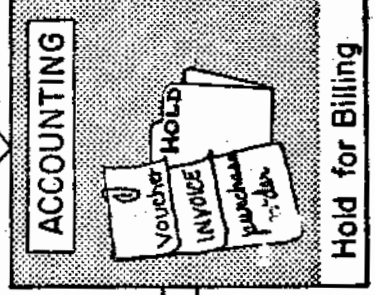
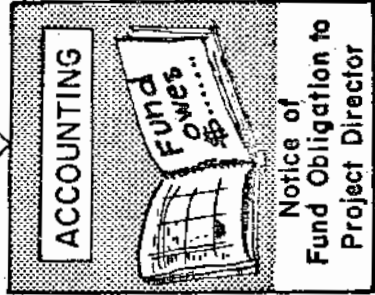
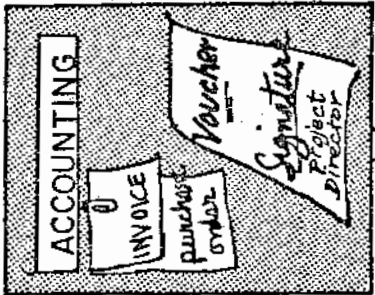
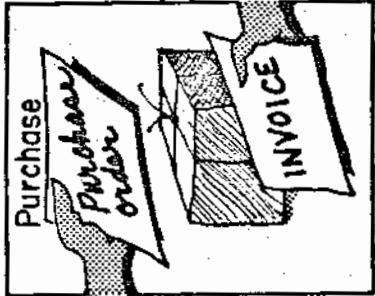
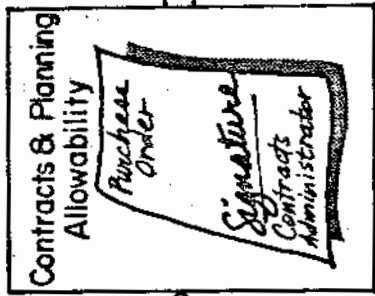
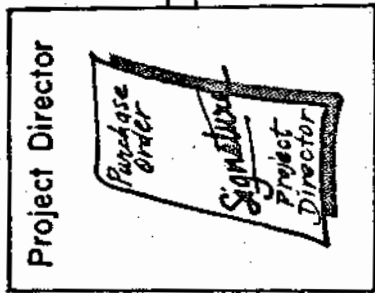
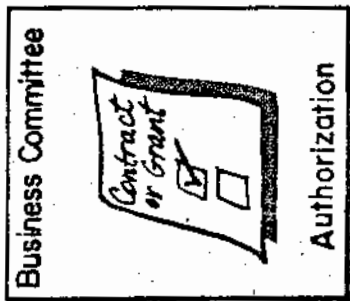
Explanation

Each week the Business Committee reviews, evaluates purchase by program and confirms that the purchase is in keeping with Business Committee policy. The Committee approves or disapproves by authorizing Committee signature on the voucher.

- 0 -

Office of the Treasurer - Accounting prepares and issues checks to vendors.

Purchase materials returned to Office of Treasurer - Accounting for clarification.



# FINANCIAL TRACK TO SECURE GOODS and SERVICES

4

3

2

1

5

6

7

8

9

Payment Approved

Not Approved

At the close of each month the Office of the Treasurer - Accounting issues a full report of expenses by contract, grant or appropriation to the Office of Vice-Chairperson - Contracts and Planning by the tenth of the subsequent month. Contracts and planning prepares an invoice for each contract or granting agency to secure reimbursement. Once the reimbursement is received the funds are placed in the tribal treasury for disbursement. The above procedures begin again.

# EXPENSE REPORT - INVOICE TO AGENCY

