LEGISLATIVE SUMMARY SHEET Tracking No. <u>0425-18</u>

DATE: December 14, 2018

SUBJECT: AN ACTION RELATING TO RESOURCES AND DEVELOPMENT AND

BUDGET AND FINANCE COMMITTEES; ACCEPTING THE FOLLOW-UP REVIEW OF WHITECONE CHAPTER CORRECTIVE ACTION

PLAN IMPLEMENTATION; IMPOSING SANCTIONS FOR NOT

IMPLEMENTING THE CORRECTIVE ACTION PLAN

PURPOSE: The purpose of this legislation is to accept the follow-up review of Whitecone Chapter's corrective action plan and approve sanctions upon the chapter and its officials.

This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate review the proposed resolution in detail.

5-DAY BILL HOLD PERIOD:					
Website Pos	ting Time,	/Date: <u> </u>	151PM 12	18910	
Posting End Eligible for A	Date: <u>\</u>	123	2018		
Eligible for A	ction: 🗠	24	2018		

Resources & Development Committee
Thence

Budget & Finance Committee

PROPOSED STANDING COMMITTEE RESOLUTION

23RD NAVAJO NATION COUNCIL -- Fourth Year, 2018

INTRODUCED BY

(Prime Sponsor)

TRACKING NO. 0425-18

AN ACTION

RELATING TO RESOURCES AND DEVELOPMENT AND BUDGET AND FINANCE COMMITTEES; ACCEPTING THE FOLLOW-UP REVIEW OF WHITECONE CHAPTER CORRECTIVE ACTION PLAN IMPLEMENTATION; IMPOSING SANCTIONS FOR NOT IMPLEMENTING THE CORRECTIVE ACTION PLAN

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Resources and Development Committee serves as the oversight committee for Chapter of the Navajo Nation. 2 N.N.C § 501(C)(1).
- B. The Auditor General's Plan of Operation, codified in 12 NNC §§ 1-10, provides that "12 months after the release of the audit report, the Auditor General conduct a follow-up to determine the status of implementation [of the corrective action plan.]" 12 N.N.C. § 7(G).
- C. The Budget and Finance Committee is charged with receiving post-audit follow-up reports from the Auditor General. 12 N.N.C §§ 6(B) and 7(H).
- D. As part of the follow-up report, the Auditor General shall recommend action to be taken by the Budget and Finance Committee and present the report to the standing committee or committees having oversight responsibility for the audited program. 12 N.N.C. § 7 (G).

- E. Based on the follow-up review and any recommendations made by the standing committee having oversight responsibility for the audited program, the Budget and Finance Committee will determine what actions should be taken. 12 N.N.C. § 7(I).
- F. The Auditor General Plan of Operation provides for the imposition of sanctions under 12 N.N.C. §§ 9(B) and (C), upon the recommendation of the Auditor General in accordance with 12 N.N.C. § 7(G).
- G. The Auditor General Plan of Operation provides that "[a]ny director or chapter official whose salary or other payments are withheld pursuant to § 9(C) shall have the right to have the withholding reviewed by the Navajo Nation Office of Hearing and Appeals." 12 N.N.C. § 9(D).

SECTION TWO. FINDINGS

- A. The Auditor General previously conducted an internal audit of Whitecone Chapter. The Budget and Finance Committee approved the audit report and the corrective action plan on March 7, 2017 in resolution BFMY-08-17, which is attached as **Exhibit B**.
- B. The Auditor General conducted a follow-up review to determine if the corrective action plan had been implemented. The Auditor General's report titled, "A Follow-up Review of the Whitecone Chapter Corrective Action Plan Implementation" (Report No. 19-04, November 15, 2018) is attached as **Exhibit A**.
- C. The corrective action plan listed twenty (20) corrective measures to address seven (7) audit issues. Whitecone Chapter implemented 11 (or 55%) of the corrective measures in the corrective action plan. As a result, the Chapter's corrective action plan has not been implemented.
- D. The Auditor General recommended sanctions be imposed upon Whitecone Chapter and its officials in accordance with 12 N.N.C. §§ 9(B) and 9(C). The Budget and Finance Committee is authorized to make the final determination on what actions should be taken.

SECTION THREE. ACCEPTANCE AND APPROVAL

- A. The Navajo Nation hereby accepts **Exhibit B**, Auditor General's Report, "A Follow-Up Review of the Whitecone Chapter Corrective Action Plan Implementation" (Report No. 19-04, November 2018).
- B. The Navajo Nation Controller shall cause ten percent (10%) of monies payable from any governmental fund of the Navajo Nation as defined at 12 N.N.C. § 810 (S) to be withheld after the recommended sanction is approved by the Budget and Finance Committee and issued to Whitecone Chapter until such time as the Whitecone Chapter demonstrates to the Auditor General that the corrective action plan has been implemented per 12 N.N.C. § 9(B).
- C. The Navajo Nation Controller shall cause twenty percent (20 %) of the chapter officials stipend payments to be withheld per 12 N.N.C. § 9 (C).
- D. The chapter officials may appeal the imposition of sanctions immediately in accordance with 12 NNC. § 9(D).
- E. Whitecone Chapter shall provide proof of implementation of the corrective action plan at which time the Auditor General shall immediately report the compliance to the Controller who shall then release all withheld funds in accordance with 12 N.N.C. §§ 9(B) and (C).



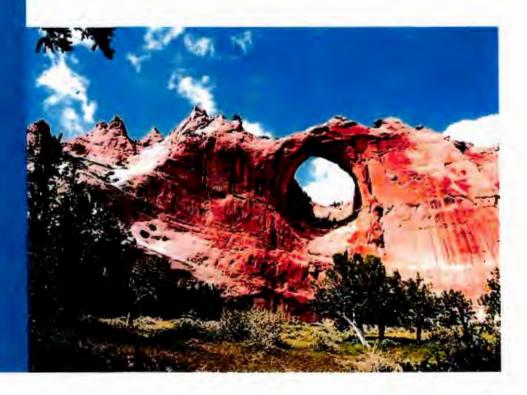
OFFICE OF THE AUDITOR GENERAL

The Navajo Nation

A Follow-Up Review
of the
Whitecone Chapter
Corrective Action Plan Implementation

Report No. 19-04 November 2018

Performed by: Robert Jumbo, Senior Auditor



November 15, 2018

Jonathan Lewis, President
WHITECONE CHAPTER
P.O. Box 3338
Indian Wells, Arizona 86301

The Office of the Auditor General herewith transmits Audit Report No. 19-04, a follow-up review of the Whitecone Chapter Corrective Action Plan Implementation.

BACKGROUND

In 2016, the Office of the Auditor General performed a special review of the Whitecone Chapter's Cash Receipt Activities. This follow-up report provides a status report on the Chapter's progress in addressing the prior audit findings.

OBJECTIVE AND SCOPE

The objective of this review is to determine the status of the corrective action plan implementation based on a 6-month review period of October 1, 2017 to March 31, 2018. Our review was based on inquiries, review of records and audit test work.

SUMMARY

The Whitecone Chapter did not resolve all prior audit findings. Of 20 corrective measures, the Whitecone Chapter implemented 9 (45%) corrective measures, leaving 11 (55%) not implemented. See attached Exhibit A for the detailed explanation of the follow-up results.

CONCLUSION

The Whitecone Chapter has not reasonably addressed the audit findings from the 2016 audit of the Chapter. Therefore, the Office of the Auditor General recommends sanctions on the Whitecone Chapter and officials in accordance with 12 N.N.C. Section 9 (B) and (C).

Sincerely

Elizabeth Begay, CIA, CFE

Auditor General

xc:

Vacant, Vice-President

Lavida Begay-Maestas, Secretary/Treasurer Sherry Dick, Community Services Coordinator

Lee Jack, Sr., Council Delegate

WHITECONE CHAPTER

Johnny Johnson, Department Manager II

Patricia D. Begay, Senior Programs & Projects Specialist

ADMINISTRATIVE SERVICES CENTER/DCD

Chrono

REVIEW RESULTS Whitecone Chapter Corrective Action Plan Implementation

Review Period: October 01, 2017 to March 31, 2018

	Audit Issues	Total # of Corrective Measures	# of Corrective Measures Implemented	# of Corrective Measures Not Implemented	Audit Issue Resolved?	Review Details
1.	Cash reconciliations of the cash received to the cash register receipts and to the posted cash receipts were not performed prior to deposit.	1	0	1	No	
2.	The deposit log was incomplete in recording all deposits to the bank.	9	8	1	No	
3.	Collected cash receipts were not recorded daily in the accounting system.	1	0	1	No	
4.	An adjustment recorded in the accounting system decreasing cash receipts in the amount of \$6,138.15 did not follow established policies and procedures.	4	0	4	No	Attachment A
5.	Former Community Services Coordinator shared user credentials with the Office Aide to record transactions in the accounting system.	3	1	2	No	
6.	Former Community Services Coordinator had total control of the cash receipts.	1	0	1	No	
7.		1	0	1	No	
TO	TAL:	20	9	11	0 - Yes 7 - No	

WE DEEM CORRECTIVE MEASURES: <u>Implemented</u> where the Chapter provided sufficient and appropriate evidence to support all elements of the implementation; and <u>Not Implemented</u> where evidence did not support meaningful movement towards implementation, and/or where no evidence was provided.

RESULTS

Whitecone Chapter Corrective Action Plan Implementation October 1, 2017 to March 31, 2018



ISSUE 1: Cash reconciliations of the cash received to the cash register receipts and to the posted cash receipts were not performed prior to deposit. NOT RESOLVED

The Chapter did not perform daily reconciliations of the cash receipts with the cash register tape and the posted cash receipts in the accounting system. From October 1, 2017 to March 31, 2018, the Chapter's internal revenues totaled \$16,791.28. There were five (5) instances of errors totaling \$112 which were not detected due to a lack of reconciliations. While the number of instances and the dollar amounts are small, the lack of reconciliations create opportunity and the potential for larger amounts to go undetected.



ISSUE 2: The deposit log was incomplete in recording all deposits to the bank. NOT RESOLVED

The Chapter maintains documentation such as cash register tapes, daily sales reports, money order receipts, cash receipt summary, deposit slips, deposit receipts, and posted entries in the accounting system. However, during the entrance meeting with the Chapter staff, documents related to half of the audit scope were not available at the Chapter. A follow-up visit after the onsite fieldwork was completed and found that the documents had been returned. Removing records from the Chapter is a violation of the Records Management policy. While the Accounts Maintenance Specialist has all of these documents, the Community Services Coordinator is not performing reconciliations of the cash receipt summary against the bank deposits. Furthermore, the bank reconciliations were completed, but were ineffective because the CSC did not detect the \$112 discrepancy reported in issue no. 1. As a result, there is still a risk of loss or theft of the undeposited cash receipts.



ISSUE 3: Collected cash receipts were not recorded daily in the accounting system. **NOT RESOLVED**

The Chapter did not record all cash receipts in the accounting system on a daily basis. From October 1, 2017 to March 31, 2018, there were 108 business days where the Chapter received cash. The following table shows the timeliness of the cash receipt posting in the accounting system:

Number of Days to Post	Amount	No. of Occurrences
1	\$ 2,736.25	15
2	\$ 3,012.44	15
3	\$ 3,237.17	17
4	\$ 2,449.16	15
5 to 10	\$ 3,886.23	38
10 +	\$ 1,470.03	8
Total	\$16,791.28	108



ISSUE 4: An adjustment recorded in the accounting system decreasing cash receipts in the amount of \$6,138.15 did not follow established policies and procedures. NOT RESOLVED

Our audit found five (5) instances of adjustments totaling \$3,262 without any documentation, review or approval. Policy states that adjustments should be documented, reviewed, and approved by Chapter officials. Further review by OAG determined that all of these adjustments were appropriate and correct. While these adjustments were appropriate and correct, the lack of documentation, review and approval could lead to error or inappropriate changes to the accounting system.

RESULTS

Whitecone Chapter Corrective Action Plan Implementation October 1, 2017 to March 31, 2018



ISSUE 5: Former Community Services Coordinator shared user credentials with the Office Aide to record transactions in the accounting system. NOT RESOLVED

Our review and inquiry of the accounting system found that the Accounts Maintenance Specialist was the only person with a user profile. While we found no evidence that user credentials were still being shared, there were no other user profiles set up for the Chapter Administration and other employees. As a result, no one else in the Chapter has the ability to review transactions and provide adequate segregation of duties.



ISSUE 6: Former Community Services Coordinator had total control of the cash receipts process. NOT RESOLVED

The Chapter has partially implemented several components to segregate the duties over the cash receipts process. However, there remain a number of gaps, both in the process and with the segregation of duties, which have not been implemented. Some of the gaps have already been identified in the other audit issues in this report.



ISSUE 7: Large amounts of undeposited cash receipts (up to \$7,454 during the period of our review) were maintained in the chapter safe for as long as 8 days. NOT RESOLVED

The Chapter has not established a formal threshold for the amount of cash that can be held in the safe overnight. While the Chapter has an informal threshold of \$1,000, we found five (5) instances where cash in excess of the \$1,000 (as much as \$1,600) was kept in the safe overnight.

RESOLUTION OF THE BUDGET AND FINANCE COMMITTEE OF THE NAVAJO NATION COUNCIL

23RD NAVAJO NATION COUNCIL - Third Year, 2017

AN ACTION

RELATING TO RESOURCES AND DEVELOPMENT AND BUDGET AND FINANCE; ACCEPTING AUDIT REPORT 16-28, SPECIAL REVIEW OF THE WHITECONE CHAPTER'S CASH RECEIPTS ACTIVITIES SUBMITTED BY THE OFFICE OF THE AUDITOR GENERAL AND APPROVING THE CORRECTIVE ACTION PLAN SUBMITTED BY THE WHITECONE CHAPTER

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Navajo Nation Council established the Resources and Development Committee (RDC) as a Navajo Nation standing committee and as such gave RDC oversight authority over the Chapters. 2 N.N.C. §§ 164 (A) (9), 500 (A) and 501 (C)(1) (2012) see also CO-45-12.
- B. The Navajo Nation Council established the Budget and Finance Committee (B&F) as a Navajo Nation standing committee and as such empowered B&F to review and approve audit reports and corrective action plans by resolution. 2 N.N.C. §§ 164 (A)(9), 300 (A) (2013) see also CO-45-12 and 12 N.N.C. § 7 (D) (2009).

SECTION TWO. FINDINGS

- A. The Office of Auditor General shall serve RDC with copies of audit report 16-28 and Whitecone Chapter's corrective action plan, attached hereto as Exhibit A and Exhibit B. 12 N.N.C. § 7 (E) (2009).
- B. Accepting Audit Report No. 16-28 is in the Navajo Nation's best interest.

SECTION THREE. ACCEPTING AUDIT REPORT NO. 16-28 AND APPROVING THE CORRECTIVE ACTION PLAN

- A. The Navajo Nation accepts Audit Report No. 16-28, a Special Review of the Whitecone Chapter's Cash Receipts Activities, Exhibit A, and approves the Whitecone Chapter Corrective Action Plan, Exhibit B.
- B. The Navajo Nation directs the Office of the Auditor General to provide copies of the Whitecone Chapter Corrective Action Plan to the Resources and Development Committee, as part of their oversight responsibility for the Chapters. 12 N.N.C. § 7 (F) (2009).
- C. The Navajo Nation directs the Whitecone Chapter to submit a written status report on its progress in implementing the Corrective Action Plan to the Office of the Auditor General six months after the approval of this resolution. 12 N.N.C. § 7 (F) (2009).
- D. The Navajo Nation directs the Office of the Auditor General to review Whitecone Chapter's written status report and report to the Resources and Development Committee, as well as the Budget and Finance Committee. 12 N.N.C. § 7 (F) (2) (2009).
- E. The Navajo Nation hereby directs the Office of the Auditor General to conduct a follow-up review twelve (12) months after the approval of this resolution to verify actions claimed to have been taken by the Whitecone Chapter, to issue a written follow-up report indicating the Whitecone Chapter's progress in implementing the Corrective Action Plan, and to make recommendations to the Resources and Development Committee, as well as the Budget and Finance Committee.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Budget and Finance Committee of the Navajo Nation Council at a duly called meeting held at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 3 in favor and 0 opposed, this 7th day of March, 2017.

Dwight Witherspoon, Vice Chairperson

Budget and Finance Committee

Motion: Honorable Tuchoney Slim, Jr.

Second: Honorable Tom T. Chee



MEMORANDUM

TO: Honorable Lee Jack, Sr.

23rd Navajo Nation Council

25 Navajo Nation Counci

FROM: Kristen Lowell, Principal Attorney

Office of Legislative Counsel

DATE: December 14, 2018

SUBJECT: AN ACTION RELATING TO RESOURCES AND DEVELOPMENT AND

BUDGET AND FINANCE COMMITTEES; ACCEPTING THE FOLLOW-

UP REVIEW OF WHITECONE CHAPTER CORRECTIVE ACTION PLAN IMPLEMENTATION; IMPOSING SANCTIONS FOR NOT

IMPLEMENTING THE CORRECTIVE ACTION PLAN

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting. Based on existing law and review of documents submitted, the resolution as drafted is legally sufficient. As with any action of government however, it can be subject to review by the courts in the event of proper challenge.

Please ensure that this particular resolution request is precisely what you want. You are encouraged to review the proposed resolution to ensure that it is drafted to your satisfaction.

The Office of Legislative Counsel confirms the appropriate standing committee(s) based on the standing committees powers outlined in 2 N.N.C. §§301, 401, 501, 601 and 701. Nevertheless, "the Speaker of the Navajo Nation Council shall introduce [the proposed resolution] into the legislative process by assigning it to the respective oversight committee(s) of the Navajo Nation Council having authority over the matters for proper consideration." 2 N.N.C. §164(A)(5).

If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution.

THE NAVAJO NATION LEGISLATIVE BRANCH INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: _0425-18__ SPONSOR: <u>Lee Jack</u>

TITLE: An Action Relating To Resources And Development Committee And Budget And Finance Committees; Accepting The Follow-Up Review Of Whitecone Chapter Corrective Action Plan Implementation; Imposing Sanctions For Not Implementing The Corrective Action Plan

Date posted: December 18, 2018 at 5:51 PM

Digital comments may be e-mailed to comments@navajo-nsn.gov

Written comments may be mailed to:

Executive Director
Office of Legislative Services
P.O. Box 3390
Window Rock, AZ 86515
(928) 871-7586

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

Please note: This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 et. seq.

THE NAVAJO NATION LEGISLATIVE BRANCH INTERNET PUBLIC REVIEW SUMMARY

LEGISLATION NO.: 0425-18

SPONSOR: Honorable Lee Jack

TITLE: An Action Relating To Resources And Development Committee And Budget And Finance Committees; Accepting The Follow-Up Review Of Whitecone Chapter Corrective Action Plan Implementation; Imposing Sanctions For Not Implementing The Corrective Action Plan

Posted: December 18, 2018 at 5:51 PM

5 DAY Comment Period Ended: December 23, 2018

Digital Comments received:

Comments Supporting	None
Comments Opposing	None
Inconclusive Comment	None

Legislative Secretary II
Office of Legislative Services

12 24 50 8: 30an
Date/Time

RESOURCES AND DEVELOPMENT COMMITTEE 23rd NAVAJO NATION COUNCIL

FOURTH YEAR 2018

COMMITTEE REPORT

Mr. Speaker,

The RESOURCES AND DEVELOPMENT COMMITTEE to whom has been assigned:

Legislation # 0425-18: An Action Relating to Resources and Development and Budget and Finance Committees; Accepting the Follow-Up Review of Whitecone Chapter Corrective Action Plan Implementation; Imposing Sanctions for Not Implementing the Corrective Action Plan. Sponsor: Honorable Lee Jack, Jr

Has had it under consideration and reports a DO PASS with no amendment;

And thereafter the legislation was referred to Budget and Finance Committee.

Respectfully submitted,

Benjamin Bennett, Presiding Vice-Chairperson Resource and Development Committee of the 23rd Navajo Nation Council

Date: December 26, 2018 - Regular Meeting

Meeting Location: Navajo Nation Council Chambers, Window Rock, Arizona

MAIN MOTION:

M: Davis Filfred S: Jonathan Perry Vote: 4-0-1 (VCNV)

YEAS: Walter Phelps; Leonard Pete, Jonathan Perry and Davis Filfred

NAYS:

EXCUSED: Alton Joe Shepherd

RESOURCES AND DEVELOPMENT COMIMTTEE Regular Meeting

ROLL CALL VOTE TALLY SHEET:

Legislation # 0425-18: An Action Relating to Resources and Development and Budget and Finance Committees; Accepting the Follow-Up Review of Whitecone Chapter Corrective Action Plan Implementation; Imposing Sanctions for Not Implementing the Corrective Action Plan. Sponsor: Honorable Lee Jack, Jr

MAIN MOTION:

M: Walter Phelps S: Jonathan Perry Vote: 4-0-1 (VCNV)

YEAS: Walter Phelps; Leonard Pete, Jonathan Perry and Davis Filfred

NAYS:

EXCUSED: Alton Joe Shepherd

Date: December 26, 2018 – Regular Meeting

Meeting Location: Navajo Nation Council Chambers, Window Rock, Arizona

Honorable Benjamin Bennett, Presiding Vice-Chairman

Resources and Development Committee

Shammie Begay, Legislative Advisor

Office of Legislative Services

23rd NAVAJO NATION COUNCIL

Fourth Year 2018

Mr. Speaker:

The **BUDGET & FINANCE COMMITTEE** to whom has been assigned

NAVAJO LEGISLATIVE BILL # 425-18:

An Action Relating To Resources And Development Committee And Budget And Finance Committees; Accepting The Follow-Up Review Of Whitecone Chapter Corrective Action Plan Implementation; Imposing Sanctions For Not Implementing The Corrective Action Plan Sponsored by Lee Jack, Sr., Council Delegate

has had it under consideration and reports the same with the recommendation that It **Do Pass** without amendment.

Respectfully submitted,

Seth A. Damon, Chairman

Adopted: Legislative Advisor

Not Adopted:

Legislative Advisor

27 December 2018

The vote was 2 in favor 1 opposed yeas: Tom T. Chee, Jimmy Yellowhair nays: Lee Jack, Sr.

Motion: Tom T. Chee Second: Jimmy Yellowhair

BUDGET AND FINANCE COMMITTEE

27 December 2018 Special Meeting

VOTE TALLY SHEET:

Legislation No. 0425-18:

An Action Relating to Resources and Development Committee and Budget and Finance Committees; Accepting the Follow-up Review of Whitecone Chapter Corrective Action Plan Implementation; Imposing Sanctions for Not Implementing the Corrective Action Plan Sponsored by Lee Jack, Sr., Council Delegate

Motion: Tom T. Chee Second: Jimmy Yellowhair Vote: 3-0, Chairman not voting

Vote Tally:

Seth A. Damon		
Jimmy Yellowhair	yay	
Tom T. Chee	yay	
Lee Jack, Sr.	nay	
Leonard Tsosie		
Tuchoney Slim, Jr.		

Absent: Leonard Tsosie, Tuchoney Slim, Jr.

Seth A. Damon, Chairman Budget & Finance Committee

Peggy Nakai, Legislative Advisor Budget & Finance Committee