

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

24<sup>TH</sup> NAVAJO NATION COUNCIL - Third Year, 2021

AN ACTION

RELATING TO THE RESOURCES AND DEVELOPMENT AND BUDGET AND  
FINANCE COMMITTEES; APPROVING A MODIFICATION IN THE FY 2021  
PROPRIETARY BUDGET ACCOUNT (BUSINESS UNIT NO. 115017) FOR THE  
NAVAJO NATION MUSEUM (AN INCREASE OF \$72,000), FOR THE MUSEUM  
TO RESUME AND CONTINUE ITS OPERATIONS

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Budget and Finance Committee is a standing committee of the Navajo Nation Council that reviews the "budgeting, appropriation, investment and management of all [Navajo Nation] funds." 2 N.N.C. § 301(B)(2).
- B. The Resources and Development Committee is a standing committee of the Navajo Nation Council that serves as the oversight committee for the Navajo Nation Division of Natural Resources. 2 N.N.C. § 501(C)(1).
- C. The Navajo Nation Museum ("Museum") is a Navajo Nation Program established under the Division of Natural Resources. The Plan of Operation for the Museum was approved pursuant to Resolution No. GSCO-64-00 (as amended).
- D. A Revenue Expenditure Plan for the Museum was also approved, in Resolution No. BFAP-06-04. **Exhibit A.** The Plan does not specify the exact procedures for the approval of a modification or increase to the Museum's initial funding amount that was approved in the Navajo Nation's Comprehensive Budget for Fiscal Year 2021. However, the Revenue Expenditure Plan does say: "[e]xpenditures from this Expenditure account shall be made in accordance with established Navajo Nation law, budget policies and procedures... and shall be budgeted each fiscal year through the Navajo Nation annual budgeting process." Resolution No. BFAP-06-04.

- E. In Resolution No. BFJY-19-20 the Navajo Nation adopted the FY 2021 Navajo Nation Budget Instructions Manual ("BIM") directing that all Navajo Nation programs and entities shall use the FY 2021 BIM for preparation of their budgets to be included in the Navajo Nation's FY 2021 Comprehensive Budget, as well as for any subsequent carryover and supplemental budgets for FY 2021. Resolution No. BFJY-19-20.
- F. The FY 2021 BIM serves as the Navajo Nation's Budget regulations and provides specific guidance regarding Navajo Nation program budget revisions. It describes a budget modification as "an increase or decrease of fifty thousand dollars (\$50,000) or more to an existing business unit budget under a previously approved budget. This shall require oversight committee approval before the modification can be processed... Completed Budget Forms are required for a budget modification." FY 2021 BIM, Section XI.(C)(3).

## SECTION TWO. FINDINGS

- A. In adhering to the requirements of the authorities cited above, the Museum has indeed provided the appropriate Budget Forms required by the BIM because its requested budget modification exceeds the \$50,000 amount set in the BIM. The various Budget Forms, completed and signed by the appropriate officials, are attached hereto as **Exhibit B**.
- B. In a memorandum dated June 7, 2021, the Navajo Nation Office of the Controller ("OOC") provided its updated and revised budget schedules for certain Navajo Nation programs' proprietary fund accounts. This report includes a \$72,000 increase to the Museum's original FY 2021 budget amount that was approved by the Navajo Nation Council in Resolution No. CN-88-20. The OOC now recommends a revised maximum budget limit of \$142,000 for FY 2021. **Exhibit C**.
- C. In two memoranda, dated May 24, 2021 and May 28, 2021, the Director of the Museum requests an increase of \$72,000 in the Museum's FY 2021 Proprietary Fund account, matching the \$72,000 increase recommended by the OOC. The Director explains that the purpose of this added funding is for the Museum to resume and continue its operations, now that the Navajo Nation has begun to reopen its businesses to the public. Both of the Director's memos are attached hereto as **Exhibit D**.

- D. The Museum's budget modification request has been processed through the Navajo Nation's Title 2 N.N.C. § 164 process, and has been deemed "legally sufficient" by the Navajo Nation Department of Justice. **Exhibit E.**
- E. According to its Plan of Operation, the Museum was established to bridge the past, present and future of the Navajo People, and to protect and curate items of cultural and historic significance to the Navajo People. With the preservation of such items, the Museum fosters the unity and harmony of the Navajo People by educating the public about cultural issues, from the perspective of the Navajo People. Reso. No. GSCO-64-00 (as amended).
- F. The additional requested funds will assist the Museum with its activities described above. Therefore, it is in the best interest of the Navajo Nation to approve the requested budget modification, consisting of a \$72,000 increase, for the Navajo Nation Museum.

### **SECTION THREE. APPROVAL OF BUDGET MODIFICATION**

The Navajo Nation hereby approves the Navajo Nation Museum's requested budget modification, comprising a \$72,000 increase in Business Unit No. 115017, for the Navajo Nation Museum's Proprietary Fund account. This approval shall be consistent with the Budget Forms attached hereto as **Exhibit B.**

### **SECTION FOUR. DIRECTIVES**

The Navajo Nation hereby directs the Office of Management and Budget to include the \$72,000 increase approved herein in the FY 2021 Executive Branch Proprietary Funds listing.

### **SECTION FIVE. EFFECTIVE DATE**

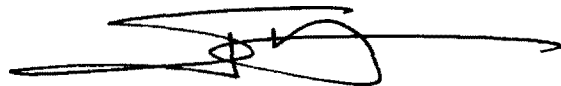
This legislation and the budget modification approved herein shall become effective when adopted by the Budget and Finance Committee and certified by the Chairperson.

**SECTION SIX. SAVINGS CLAUSE**

If any provision of this legislation is determined invalid by the Supreme Court of the Navajo Nation or by any Navajo Nation District Court, without appeal to the Navajo Nation Supreme Court, the remainder of this legislation shall remain valid as the law of the Navajo Nation.

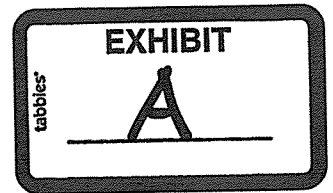
**CERTIFICATION**

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 by teleconference at which a quorum was present and that the same was passed by a vote of 5 in favor and 0 opposed, this 17<sup>th</sup> day of August 2021.

A handwritten signature in black ink, appearing to read 'Jamie Henio', with a long horizontal line extending to the right.

Jamie Henio, Chairperson  
Budget and Finance Committee

Motion: Honorable Nathaniel Brown  
Second: Honorable Jimmy Yellowhair



BFAP-06-04

**RESOLUTION OF THE  
BUDGET AND FINANCE COMMITTEE  
20th NAVAJO NATION COUNCIL – Second Year 2004**

**AN ACTION**


**RELATING TO BUDGET AND HISTORIC PRESERVATION; APPROVING THE  
REVENUE EXPENDITURE PLAN FOR THE NAVAJO NATION MUSEUM**

**BE IT ENACTED:**

The Navajo Nation hereby approves and adopts the revenue expenditure plan for the Navajo Nation Museum as attached hereto as Exhibit "A".

**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 in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 4 in favor and 0 opposed, this 6<sup>th</sup> day of April, 2004.

  
Bennie Shelly  
Vice Chairperson

Motion : Richard T. Begaye  
Second: Harold Wauneka

## **REVENUE EXPENDITURE PLAN FOR THE NAVAJO NATION MUSEUM**

In Compliance with Eligibility Criteria adopted by BFN-187—03

### **I. PLAN OF OPERATION**

The Navajo Nation Museum operates under a Plan of Operation approved by Resolution GSCO-64-00, which includes authorization for collection of revenues from a variety of sources and use these revenues toward the cost of providing related services, as well as for enhancement and expansion of other program needs

### **II. ESTABLISHMENT**

There is hereby established the Navajo Nation Museum Revenue Expenditure Plan, for use by the Navajo Nation Museum within the Historic Preservation Department in the Division of Natural Resources and under the legislative oversight of the Resource Committee of the Navajo Nation Council.

### **III. PURPOSE**

The purpose of the Navajo Nation Museum Revenue Expenditure Plan is to authorize the Navajo Nation Museum to receive, manage, and disburse funds generated by revenue-producing activities of the Navajo Nation Museum. These funds will be used to underwrite cost of providing certain services to and on behalf of the Navajo People (as describe below), and to supplement the annual appropriation of the Navajo Nation Council in order to improve and expand services, in accordance with the Navajo Nation Museum's Plan of Operation, as approved by GSCO-64-00.

### **IV. ADMINISTRATION**

#### **A. FUNDING SOURCES:**

Revenue will be generated from a variety of services and sources, including, but not limited to the following items:

1. Proceeds from retail sales of books, jewelry, weavings, crafts, artwork and gift items to visitors, tourist, educational organizations etc., sold through the Navajo Nation Museum Store (also known as the Museum Gift Shop).
2. Use fees, curatorial fees, and associated direct cost and overhead reimbursements collected from outside users, such as writers, researchers and publishers, for research and provision of photographic images which originate from the Navajo Nation Museum's archives, including associated publication and/or use rights.
3. Use Fees, curatorial fees, and/or associated cost reimbursements charged in conjunction with loans of Navajo Nation Museum exhibits and /or artifacts to other exhibiting or research institutions.

4. Membership fees, as may be charged for a membership program created to generate interest, attendance, and financial and/or in-kind support.
5. Admission and/or tour fees for groups and tours, as is the practice at most other museums throughout the region and country.
6. Special event fees charged to sponsors and/or admission fees to event such as performances, readings, lectures, workshops, etc.
7. Copier and fax fees that will cover the Navajo Nation Museum's costs for supplies, maintenance, equipment replacement, communication lines and services and other machines by tenants of the building and visitors.
8. Facility and equipment rental fees, cost-sharing apportionment, and other fees related to use of the facilities and furnishings, charged to facility users, to fund the cost of supplies and services, including personnel costs, required to operate and maintain the building, including the cost of providing specific or special services and/or equipment required by facility users. These facility users include assigned tenant building, vendors or concessions, and the general public who benefit from activities held in the building.

## **B. RATE-SETTING MECHANISMS:**

Rate for sales and services will established according to usual and customary business practices in similar institutions. Rate-setting procedures will be reviewed annually by the Director of the Navajo Nation Museum in consultation with the Director of the Historic Preservation Department and the Controller.

1. Retail sales prices in the Museum Store will be based on customary and appropriate mark-up over wholesale price.
2. Fees for photograph reproductions will be based on direct cost for duplication services, packing, and shipping, plus an increment to cover staff time and other related overhead costs. Fees for photograph use rights will be based on the nature of the use and the user's ability to pay, i.e., a non-profit organization requesting a photograph for one-time educational use will be charged a fee appropriate to the expectation that the publisher will derive a profit from use of the image.
3. Loan fees for the exhibits and artifacts will be based on direct costs plus an increment to cover related overhead and costs. Use fees may also be levied. Similar to the photograph use fees describe above.
4. Membership fees will parallel those of other museums in the regions and will be graduated to allow lower-income persons to participate as well as those who are able to make sizeable contributions.
5. Admissions, tours, and/or event fees will be scaled, with the highest rates applied to commercial tours.
6. Event fees will be set to defray applicable costs, such as temporary personnel and/or related overtime incurred by security, custodial, and other staff; custodial and security supplies; and the use of furnishings, food service equipment and facilities, and presentation equipment.

7. Copier and fax fees will be charged to other entities which use the Navajo Nation Museum copier and fax machines. The fees will be sent to reimburse the cost of supplies, maintenance, replacement, and telephone services.
8. Facility use fees will be establish to cover operational costs incurred in providing conference facilities, furnishing, equipment, and facility services to tenants and outside users.

### **C. PURPOSE OF EXPENDITRUES**

In general, generated income will reimburse costs of services, including personnel and overhead costs, and costs to improve services, in keeping with the intent and limitation of this plan. The revenues generated cannot be expended on or allocated to uses other than those specified in this plan.

1. Costs of providing services, equipment, supplies, and maintenance related to revenue generating activities, including, but not limited to those described above under IV. A. Revenue from these fees will be used to offset the following costs:
  - a. Ongoing maintenance of the facility, internal systems (such as HVAC, electrical, fire detection and suppression, security, plumbing, flooring, etc.), and furnishing; including but not limited to costs of supplies, equipment, Museum's maintenance personnel, related overhead, and contracted services.
  - b. Physical improvements that increase the range and/or quality of services provided to facility users.
  - c. Advertising and publicity to market the facility and services to the public and other users, including but not limited to broadcast and print media advertisements, printing/duplication fees for brochures and informational materials, directory advertisements, personnel costs for preparation and dissemination of advertisements, related overhead, and costs for related contract services.
  - d. Operational costs, including but not limited to cost of supplies, equipment, personnel, and contract services for facility management, security and fire protection, personnel safety, custodial services, sanitation, risk management, provision of public services, etc., including related overhead costs.
2. Resale inventory, including books, weaving, jewelry, crafts, art gift items, and consignor fees and costs.
3. Marketing materials and costs related to retail sales, membership programs, archival image distribution, exhibitions, and other revenue sources as listed in section IV. B., such as design and printing of brochures, production of newsletters, mailing list communication costs, etc.
4. Photographic images and audio/video reproduction costs, personnel costs for staff time, and overhead costs required to provide archive services.
5. Costs associated with borrowing/renting exhibitions produced by other institutions for display at the Navajo Nation Museum or other venues used by the Navajo Nation Museum.

6. All or part of personnel costs for permanent and/or temporary employee involved with revenue-generating activities, including sales, exhibition development and production, archival image distribution, solicitation of donation, etc.
7. Employee training and travel expenses related to revenue-generating activities.
8. Operating expenses of the Navajo Nation Museum incurred to provide or improve public services to the Navajo people and other visitors, which are not otherwise funded for funded in-full through Navajo Nation Council appropriations or external grants.

#### **A. EXPENDITURE REQUIREMENT**

- A. Expenditure from this Expenditure account shall be made in accordance with established Navajo Nation law, budget policies, and procedures, including the Navajo Business Opportunity Act, and shall be budgeted each fiscal year through the Navajo Nation annual budgeting process.
- B. Unexpected revenue generated shall revert to the Navajo Nation General Fund at the end of the Fiscal Year, unless otherwise specified and approved by the Budget and Finance Committee.
- C. The Navajo Nation Museum shall provide the Office of the Controller with written in-house procedures governing the generation and expenditure of revenue. The Office of the Controller shall track deposits into the Navajo Nation's depository account and the Navajo Nation's Cashier's Section and provide, in a timely manner, receipts for such deposits and periodic cumulative reports.

#### **B. BUDGET REQUIREMENT**

- A. The revenue generated will be credited to the program's general fund budget upon receipt by the Office of the Controller Cashier's Section.
- B. Revenue generated during FY2004 shall be available to the Navajo Nation Museum immediately upon approval of this Expenditure Plan by the Budget and Finance Committee of the Navajo Nation Council. Subsequent year's revenues shall be available along with General Fund appropriations at the beginning of each fiscal year.
- C. As required by BFN-187-03, the Navajo Nation Museum shall develop a general fund budget at the beginning of each fiscal year that includes a conservative projection of revenues that will be generated.

#### **C. AMENDMENTS**

This Expenditure Plan may be amended by the Budget and Finance Committee for the Navajo Nation Council.

FY 2021

**THE NAVAJO NATION  
PROGRAM BUDGET SUMMARY**

BUDGET FORM 1

<b>PART I. Business Unit No.:</b> 115017		<b>Program Title:</b> NAVAJO NATION MUSEUM - PROPRIETARY FUND		<b>Division/Branch:</b> NATURAL RCSEXECUTIVE	
<b>Prepared By:</b> SHANIDIN JEFF, ACCOUNTANT		<b>Phone No.:</b> 928-871-7941		<b>Email Address:</b> SHANIDIN@NAVAJONATIONMUSEUM.ORG	



PART II. FUNDING SOURCE(S)		Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY			Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
PROPRIETARY FUND		10/01/2020 - 9/30/2021	72,000.00	100%	2001	Personnel Expenses	1	67,032	-	-	67,032
					3000	Travel Expenses	1	-	6,000	-	6,000
					3500	Meeting Expenses	1	-	-	-	-
					4000	Supplies	1	2,341	57,350	-	59,691
					5000	Lease and Rental	1	-	-	-	-
					5500	Communications and Utilities	1	-	-	-	-
					6000	Repairs and Maintenance	1	-	-	-	-
					6500	Contractual Services	1	-	-	-	-
					7000	Special Transactions	1	627	8,650	-	9,277
					8000	Public Assistance	1	-	-	-	-
					9000	Capital Outlay	1	-	-	-	-
					9500	Matching Funds	1	-	-	-	-
					9500	Indirect Cost	1	-	-	-	-
					<b>TOTAL</b>				70,000	72,000	142,000

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:		3	0
Total # of Vehicles Budgeted:		0	0

**PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.**

<b>SUBMITTED BY:</b> MANUELITO WHEELER, MUSEUM DIRECTOR  Program Manager's Printed Name 5.28.21	<b>APPROVED BY:</b> DR. RUDOLPH R. SHEBALA, DIVISION DIRECTOR  Division Director / Branch Chief's Printed Name 5/28/21
---	--

Division Director / Branch Chief's Signature and Date

tabbles®

EXHIBIT

B

# THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA

FY 2021

BUDGET FORM 2

## PART I. PROGRAM INFORMATION:

Business Unit No.: 115017

Program Name/Title: NAVAJO NATION MUSEUM - PROPRIETARY FUND

## PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:

GSCMA-10-10

The Navajo Museum shall exist to bridge the past, present and future of the ever-enduring Navajos. The Museum will foster and enhance unity and harmony of the Navajo People, by providing a museum-standard facility and educating our people and the general public regarding issues from the perspective of the Navajo people. The Museum will continue to accept items of significance to the Navajo people and the prehistoric populations. In accordance with the Plan of Operation of the Navajo Nation Museum, the funds detailed in this budget will be used to provide a wide variety of services to the public. These services are primarily educational and include exhibitions, maintenance of historic and cultural collections (including archival photos and documents), public events and provision of educational values of other programs.

## PART III. PROGRAM PERFORMANCE CRITERIA:

### 1. Goal Statement:

As the Museum relies on its Proprietary Fund, it is critical that we closely monitor our revenue and focus our efforts on generating more revenue.

#### Program Performance Measure:

Our goal is determined by meeting a specified amount of revenue each quarter based on the history of sales. We strive to be above average in sales.

### 2. Goal Statement:

Performance is based on the programming and review of exhibits: with a tremendous amount of time spent on choosing an appropriate exhibit and preparing for it.

#### Program Performance Measure:

To have two exhibits in the research and development stages while maintaining other operational aspects and keeping all tasks on schedule with limited staffing.

### 3. Goal Statement:

Performance is based on constructing and implementing select exhibits each year. The Navajo people request and look forward to new exhibits and displays to attain more knowledge and/or to gain new perspectives.

#### Program Performance Measure:

To build at least two exhibits per year. Design and layout of gallery spaces and displays, conduct construction and installation logistics, and implement technical components while maintaining pre-determined exhibit budgets and timelines.

### 4. Goal Statement:

As a public service, we base our performance on the number of tours and educational programming sessions we organize/host.

#### Program Performance Measure:

To create and maintain Diné pride and self-awareness through a certain number of educational programs per quarter based on our culture, history, traditions and sovereignty.

### 5. Goal Statement:

Performance is evaluated by the number of visitors received at the Navajo Nation Museum, to include students, tourists, government officials, meeting attendees and the general public for varied reasons and services.

#### Program Performance Measure:

To meet the needs of our many visitors with positive customer relations. We are committed to assisting our guests by providing a clean and safe place to conduct business, to obtain cultural insight, and/or to simply relax in our inviting space.

## PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

MANUELITO WHEELER, MUSEUM DIRECTOR

Program Manager's Printed Name

*Manuelito Wheeler* 5-28-21

Program Manager's Signature and Date

DR. RUDOLPH R. SHEBALA, DIVISION DIRECTOR

Division Director/Branch Chief's Printed Name

*DR. Rudolph R. Shebala* 5/28/2021

Division Director/Branch Chief's Signature and Date

**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

<b>PART I. PROGRAM INFORMATION:</b> Program Name/Title: <u>NAVAJO NATION MUSEUM - PROPRIETARY FUND</u> Business Unit No.: <u>115017</u>			
<b>PART II. DETAILED BUDGET:</b>			
(A)	(B) Object Code Description and Justification (LOD 7)	(C) Total by DETAILED Object Code (LOD 6)	(D) Total by MAJOR Object Code (LOD 4)
1391	<b>1000 REVENUES</b> Revenue from facility rental fees (office space).  <b>BUILDING</b> .1392 Rent-Buildings  <div style="text-align: right;">\$ (72,000.00)</div>	(72,000)	(72,000)
<b>TOTAL</b>		(72,000)	(72,000)

**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

<b>PART I. PROGRAM INFORMATION:</b> Program Name/Title: <u>NAVAJO NATION MUSEUM - PROPRIETARY FUND</u>		Business Unit No.: <u>115017</u>	
<b>PART II. DETAILED BUDGET:</b>			
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
	(B)	(C)	(D)
	<b>3000 TRAVEL</b>		
	Travel costs for staff to conduct department related business away from their designated worksite and/or to attend distant meetings, exhibit events and to retrieve operational supplies as needed.		
3210	<b>VEHICLE RENTAL</b> .3220 Vehicle Rental (Off Res): \$120 x 3 days <div style="text-align: right;">TOTAL \$ 360.00</div>	360	
3230	<b>PERSONAL TRAVEL</b> .3240 Per Diem Meals: \$66 x 4 days x 2 employees (Burbank, CA) .3240 Per Diem Meals: \$71 x 3 days x 2 employees (Albuquerque, NM) .3250 Lodging: \$182 x 3 nights x 2 employees (Burbank, CA) .3250 Lodging: \$111 x 2 nights x 2 employees (Albuquerque, NM) .3260 POV Mileage: \$0.575 x 700 miles x 2 employees .3290 Other Travel Expense: \$745 x 1 year <div style="text-align: right;">TOTAL \$ 4,040.00</div>	4,040	
3310	<b>AIR</b> .3320 Commercial: \$800 x 2 flights <div style="text-align: right;">TOTAL \$ 1,600.00</div>	1,600	
	<b>TOTAL</b>	6,000	6,000

**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

<b>PART I. PROGRAM INFORMATION:</b> Program Name/Title: _____ NAVAJO NATION MUSEUM - PROPRIETARY FUND Business Unit No.: 115017			
<b>PART II. DETAILED BUDGET:</b>			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
4000	<b>4000 SUPPLIES</b> Essential tools and supplies to conduct daily/routine business: Office supplies including stationary, binders, folders, xerox paper, pens/pencils and other expendable supplies. Non-Capital items that have a value of less than \$5,000 (i.e. storage cabinets, desktop and laptop computers, printer, portable scanner, folding tables and chairs). Non-Capital items consisting of electronic devices for an exhibit media feature. Operating supplies including ink cartridges/toners, batteries, storage boxes, etc. Re-sale items for the Museum Gift Shop including books, posters, souvenirs, clothing apparel, authentic Navajo jewelry/crafts, specialty items (Navajo language DVDs), etc. Postage to send business documents/packages to various internal and external resources. Food items for Museum/Gift Shop Snack Bar sales to include assorted soft drinks, chips, nuts, candy bars, along with other snack items, etc. Custodial supplies such as toilet tissue, hand towels/soap, assorted cleaning solutions and implements, etc. to accommodate the many visitors and staff at this public and office facility. Printing of various documents and graphics including display or marketing panels.	2,500	57,350
4120	<b>OFFICE SUPPLIES</b> .4130 General Office Supplies: \$2,500 x 1 quarter  <b>TOTAL \$ 2,500.00</b>		
4200	<b>NON CAPITAL ASSETS</b> .4210 Non-Capital Furniture & Equipment: \$600 x 2 wall cabinets .4210 Non-Capital Furniture & Equipment: \$10,000 x 1 purchase (tables/chairs) .4230 Non-Capital Computer Equipment: \$1,500 x 1 desktop computer .4230 Non-Capital Computer Equipment: \$900 x 2 laptop computers .4230 Non-Capital Electronic Devices: \$3,000 x 1 projector/receiver/transmitter .4230 Non-Capital Computer Equipment: \$900 x 1 printer  <b>TOTAL \$ 18,400.00</b>	18,400	
4410	<b>OPERATING SUPPLIES</b> .4420 General Operating Supplies: \$10,500 x 1 quarter .4430 Cost of Goods Sold-Resale: \$15,000 x 1 quarter .4450 Postage, Courier, Shipping: \$150 x 3 months .4460 Food Supplies: \$3,000 x 1 quarter .4490 Custodial Supplies: \$6,000 x 1 quarter .4530 Printing/Binding/Photocopying: \$1,500 x 1 project  <b>TOTAL \$ 36,450.00</b>	36,450	
<b>TOTAL</b>		57,350	57,350

**THE NAVAJO NATION  
DETAILED BUDGET AND JUSTIFICATION**

<b>PART I. PROGRAM INFORMATION:</b> Program Name/Title: <u>NAVAJO NATION MUSEUM - SUPPLEMENTAL GENERAL FUND</u> Business Unit No.: <u>115017</u>			
<b>PART II. DETAILED BUDGET:</b>			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
7110	<b>7000 SPECIAL TRANSACTIONS</b> Promotional items (i.e. pens, t-shirts, water bottles, bags, etc.) for program advertisement at educational conferences and art markets. for employees or special guests. Promoting, marketing and advertising initiatives through written publications (newspaper and magazine advertisements). services and refreshment food items for department meetings and special events. Registration costs for trainings, seminars, conventions and expositions.	6,500	8,650
	<b>PROGRAMS</b> .7130 Promotional Items: \$2,000 x 1 quarter      \$ 2,000.00 .7140 Gifts & Awards: \$500 x 3 occasions      \$ 1,500.00 .7180 Catering: \$500 x 3 events/meetings      \$ 1,500.00 .7190 Refreshments: \$500 x 3 events/meetings      \$ 1,500.00 <b>TOTAL \$ 6,500.00</b>		
7410	<b>MEDIA</b> .7440 Print Advertisement: \$1,350 x 1 half page ad (Navajo Times Publishing)      \$ 1,350.00 <b>TOTAL \$ 1,350.00</b>	1,350	
7510	<b>TRAINING &amp; PROFESSIONAL DUES</b> .7520 Training/Registration Fees: \$400 x 2 registration/training fees (online)      \$ 800.00 <b>TOTAL \$ 800.00</b>	800	
<b>TOTAL</b>		8,650	8,650

# THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

## Memorandum:

Date: June 7, 2021

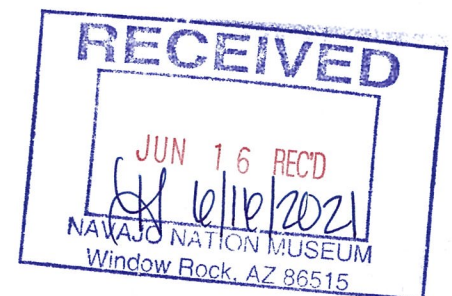
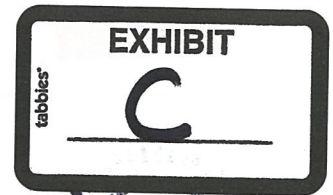
To: Dominic Beyal, Director  
Office of Management and Budget

From: *Robert Willie*  
Robert Willie, Accounting Manager  
Office of the Controller

Subject: **Revised: Fiscal Year 2021 Budget Schedules**

The Office of Controller has revised the Proprietary Funds schedules for the Fiscal Year 2021. The following programs have been updated after a review of updated revenues collected and other additional information, TV and Film, Veterinary Medical Sales, and HPD-NN Museum.

Should there be any questions, call me at tribal extension 6125.



The Navajo Nation  
Office of the Controller

REVISED: Enterprise Funds, Internal Service Funds, Proprietary Funds  
Revenue Projection FY 2021

Account Number	Program/Title		FY 2021 RECOMM. LIMITS
901001	Nav Nation Code Enterprise Fund	EF	2,000
907001	Home Loan Program	EF	440,000 (3)
907002	Personal Loan Program	EF	420,000 (3)
910005	Karigan Professional Office	EF	250,000 (3)
912001	Employee Housing Program	EF	920,000
914001	Veterans Loan Program	EF	15,000 (1)
915001	Park and Recreation	EF	5,666,667 (3)
915003	Ranch & Eastern Land Mgmt	EF	650,000 (3)
915008	Fish & Wildlife Enterprise	EF	680,000
915009	Livestock Custody Fund	EF	150,000 (3)
915010	Fourth of July Celebration	EF	- (1)
915011	Annual Navajo Nation Fair Fund	EF	598,226 (1)
915013	Veterinary Medical Sales	EF	149,999
915014	Colorado Ranch Fund	EF	750,000
807001	Office Supply Center	ISF	200,000
812002	Air Transportation	ISF	- (2)
812003	Fleet Management	ISF	10,000,000
812004	Duplicating Services	ISF	800,000 (3)
812009	Property & Casualty/RM ...	ISF	9,947,548
812016	Employee Benefit Program	ISF	760,000
812017	Group Health Self-Insurance	ISF	51,000,000
812018	Navajo Transit System	ISF	-
109006	Office of NN Library	GF	- (1)
114003	Navajo Nation TV & Film	GF	75,000 (1)
114004	Office of Labor Relations	GF	-
114006	Staff Development and Training	GF	- (1)
114018	Office of Background Investigation	GF	5,000
115017	HPD-NN Museum	GF	142,000
115026	Navajo Animal Control	GF	-
115040	Agriculture Inra Invest	GF	19,277,820
117010	Day Care-Chinle	GF	- (1)
117011	Day Care-Ft. Defiance	GF	- (1)
117012	Day Care-Shiprock	GF	- (1)
120001	Nav Nation Gaming Regulatory	GF	150,000 (1)
121002	Nav Dept. Of Highway Safety	GF	5,000 (1)
N01307	NN Fire and Rescue-Twin Arrows	GF	70,000 (N)
503043	Nav-Hopi Land Commission	SRF	-
507010	DPS-Special Revenue Gaming	SRF	800,000
509010	Sales Tax Scholarship Dist	SRF	6,500,000
703001	Nav-Hopi Escrow Bennett Freeze	SRF	-
516002	Sales Tax-Fire and Rescue	SRF	6,500,000

GRAND TOTAL: 116,924,260

EF- ENTERPRISE FUND  
ISF- INTERNAL SERVICE FUND  
SRF - SPECIAL REVENUE FUND  
GF- GENERAL FUND

\* Based on submittal of premiums from Depts.

- (1) The coronavirus pandemic and reopening of the Navajo Nation have an effect on the revenues of these programs. These may be adjusted depending on the plans going forward and the state of the Navajo Nation.
- (2) Air Transportation does not have airplane currently in operation to generate revenue. If a plane is placed back in service this revenue projection for this fund will be revisited.
- (3) These programs will be utilizing their fund balances to cover their budgets for the upcoming year.

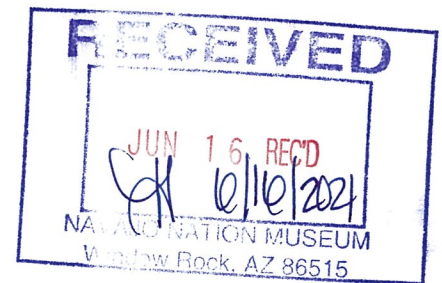
Prepared by:

Robert Willie, Accounting Manager

Approved by:

Elizabeth Begay, Acting Controller

DATE: 6/7/2021



HPD/  
NN Museum

# THE NAVAJO NATION

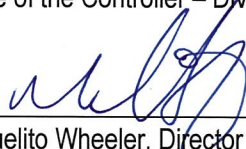
JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



May 24, 2021

## MEMORANDUM

TO: General Accounting  
Office of the Controller – Division of Finance

FROM:   
Manuelito Wheeler, Director  
Navajo Nation Museum - Division of Natural Resources

SUBJECT: **REQUEST FOR CONSIDERATION OF PROPRIETARY BUDGET INCREASE**

I am writing to request your consideration in restoring the Navajo Nation Museum's current/Fiscal Year 2021 Proprietary Funding amount to \$142,000.00, **an increase of \$72,000.00** from our initial authorization of \$70,000.00.

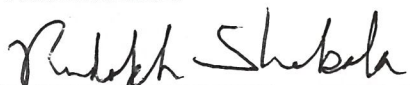
Based on our current revenue count of \$73,000.00+, which was accumulated during the first and second quarters of the current fiscal year despite limited services due to the on-going covid-19 pandemic situation, we have exceeded the \$70,000.00 allocation amount.

With covid restrictions being lifted more and more each day, we anticipate the gradual return of usual business within the coming months, which will surely increase business/revenue for our Gift Shop and daily room rental service. Additionally, one of our two building-office tenants, Office of Management and Budget, has committed to their occupancy through September 30, 2021, while the other, Parks & Recreation, intends on vacating by the end of June 2021, both assuring additional revenue. \*See the attached *UPDATED Revenue Projection Worksheet* for our detailed revenue expectations.

Accordingly, we feel confident in requesting an increase of \$72,000.00, to sustain our revenue generating operations for the remainder of the current fiscal year (2021).

As always, your continued assistance and support are greatly appreciated. Should you require additional clarification, please do not hesitate to contact us (myself, or Ms. Shanidiin Jeff, Accountant) at 928-871-7941, or by email at [manuelito@navajonationmuseum.org](mailto:manuelito@navajonationmuseum.org); [shanidiin@navajonationmuseum.org](mailto:shanidiin@navajonationmuseum.org). Thank you.

### CONCURRENCE:

  
Dr. Rudolph R. Shebala, Division Director  
Navajo Nation Division of Natural Resources

5.25.21  
Date:

xc: NNM Finance File  
DNR Finance File

Fiscal Year: 2021  
FY Beginning: 6/1/2021  
FY Ending: 09/31/2021

Revenue Source(s):

\*YTD 5/24/21

OBJECT ACCOUNT	DESCRIPTION	REVENUE CATEGORY	PROJECTED REVENUE	ACTUAL REVENUE	DIFFERENCE
1392	Rent-Buildings	OMB Rent	(92,880.00)	46,160.00	(46,720.00)
1392	Rent-Buildings	Parks & Rec Rent	(27,897.00)	20,997.00	(6,900.00)
1393	Rent-Office Space	Daily Meeting Room Rental	(3,000.00)		(3,000.00)
1853	Registration Fees	Museum Events	(250.00)		(250.00)
1881	Retail Sales	Gift Shop Sales	(17,723.00)	6,084.00	(11,639.00)
1931	Contributions	Donations	(250.00)		(250.00)
TOTAL			(142,000.00)	73,241.00	(68,759.00)



Shanidiin Jeff, Accountant  
Tele: 928-871-6641

# THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

May 28, 2021

## MEMORANDUM

TO: Navajo Nation 164 Contract Reviewers

FROM:

  
Manuelito Wheeler, Museum Director  
Navajo Nation Museum - Division of Natural Resources

SUBJECT: **FY'2021 PROPRIETARY BUDGET INCREASE FOR THE NAVAJO NATION MUSEUM  
BUSINESS UNIT #115017**

The Navajo Nation Museum Department received authorization from the Office of the Controller to implement the appropriate procedures for an increase of our current/fiscal year 2021 Proprietary Budget in the amount of \$72,000.00 (for a new grand total of \$142,000.00).

Due to covid related closures during the past year, the Museum's initial budget allocation was reduced (by the Controller's Office) from the usual \$190,000.00 to \$70,000.00, as less revenue was anticipated.

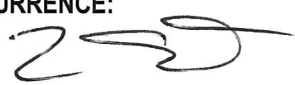
Fortunately, we were able to meet the \$70,000.00 amount prompting this increase justification. The Museum receives quarterly leasing revenue from two displaced Navajo Nation Offices/Departments (Office of Management and Budget-OMB and Navajo Parks and Recreation Department-NPRD) who occupy space in our facility. This special arrangement has helped tremendously with our revenue generating efforts, thereby, allowing us to maintain operations during the extended closure despite the loss of business. Both have committed to their occupancy through this fiscal year and beyond, guaranteeing additional revenue to cover the increase amount.

Further, with covid restrictions being lifted more and more each day, we expect normal business activities to gradually resume within the coming months, which will also elevate profits for our Gift Shop and daily room rental service.

Since October 1, 2020, we have operated very stringently due to the budget reduction. Now, as we began to resume regular business, additional funds to sustain our operations throughout the rest of this fiscal year are necessary. Our Gift Shop selections are extremely sparse. Our meeting room spaces need new tables and chairs. Included are the required Budget Forms to confirm our exact intentions with the funds.

Your assistance and continued support concerning this matter are GREATLY appreciated. Should you require additional clarification, please contact me by telephone at: 928-871-7941 or by email at: [manuelito@navajonationmuseum.org](mailto:manuelito@navajonationmuseum.org). Ahxehee'

CONCURRENCE:

  
Dr. Rudolph R. Shebala, Division Director  
Navajo Nation Division of Natural Resources

5/28/2021  
Date:

xc: NNM Finance File  
DNR Finance File

Document No. 016538

Date Issued: 6-20-21



**SECTION 164 REVIEW FORM**

Title of Document: PROPRIETARY BUDGET INCREASE Contact Name: WHEELER, MANUELITO

Program/Division: DIVISION OF NATURAL RESOURCES

Email: manuelito@navajonationmuseum.org Phone Number: (928)871-7941

Division Director Approval for 164A: [Signature] 6-2-2021

**Check document category: only submit to category reviewers. Each reviewer has a maximum 7 working days,** except Business Regulatory Department which has 2 days, to review and determine whether the document(s) are sufficient or insufficient. If deemed insufficient, a memorandum explaining the insufficiency of the document(s) is required.

**Section 164(A) Final approval rests with Legislative Standing Committee(s) or Council**

<input type="checkbox"/>	Statement of Policy or Positive Law:		Sufficient	Insufficient
	1. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)			
	1. OMB: <u>[Signature]</u>	Date: <u>6-7-21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2. OOC: <u>[Signature]</u>	Date: <u>6-14-21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3. OAG: <u>[Signature]</u>	Date: <u>6/18/21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<u>ORR</u>	<u>6-24-21</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Section 164(B) Final approval rests with the President of the Navajo Nation**

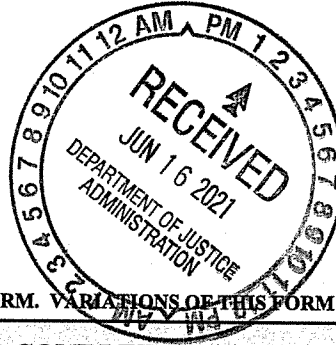
<input type="checkbox"/>	Grant/Funding Agreement or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Subcontract/Contract expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. BRD: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.O.A. or Letter of Assurance expending or receiving funds or amendment:			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OMB: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. OOC: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. OAG: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>



# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM

☐ RESUBMITTAL



DOJ	
6/16/21 @ 2:55p	
DATE / TIME	
<input type="checkbox"/> 7 Day Deadline	
DOC #:	016538
SAS #:	
UNIT:	Nmu

\*\*\* FOR NNDJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

CLIENT TO COMPLETE			
DATE OF REQUEST:	6/16/2021	ENTITY/DIVISION:	NN Museum / DNR
CONTACT NAME:	Shaundin Jeff	DEPARTMENT:	NN Museum
PHONE NUMBER:	928 871-7941	E-MAIL:	Shaundin@navajonationmuseum.org
TITLE OF DOCUMENT: 1164 Review Proprietary Budget Increase			
DOJ SECRETARY TO COMPLETE			
DATE/TIME IN UNIT:	6.16.21 3:20p	REVIEWING ATTORNEY/ADVOCATE:	Erika Pirotte 6.25.21
DATE/TIME OUT OF UNIT: 6/18/21 2:55p			
DOJ ATTORNEY / ADVOCATE COMMENTS			
Legally sufficient. Recommend approval of F121 Proprietary Budget increase.			
REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
E. Pirotte	6/17/21 11:26	Blackhat	6/18/21 11:27
DOJ Secretary Called: Ben		for Document Pick Up on 6/18/21 at 240 By: J	
PICKED UP BY: (PRINT)		DATE / TIME:	

NNDJ/DRRF-July 2013

COMPLETED

## BUDGET AND FINANCE COMMITTEE

17 AUGUST 2021

Regular Meeting

### VOTE TALLY SHEET:

**Legislation No. 0115-21:** An Action Relating to the Resources and Development and Budget and Finance Committees; Approving a Modification in the FY2021 Proprietary Budget Account (Business Unit No. 115017) for the Navajo Nation Museum (An Increase of \$72,000), for the Museum to Resume and Continue its Operations *Sponsored by Mark Freeland, Council Delegate*


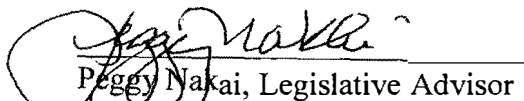
*Motion: Nathaniel Brown*

*Second: Jimmy Yellowhair*

*Vote: 5-0, Chairman not voting*

### Final Vote Tally:

Jamie Henio		
Raymond Smith Jr.	yea	
Elmer P. Begay	yea	
Nathaniel Brown	yea	
Amber K. Crotty	yea	
Jimmy Yellowhair	yea	

  
\_\_\_\_\_  
Jamie Henio, Chairman  
Budget & Finance Committee  
\_\_\_\_\_  
Peggy Nakai, Legislative Advisor  
Budget & Finance Committee