

CHEROKEE NATION - FY2017 BUDGET REQUEST FORM

PART-1

Budget Period:	10/01/2016 - 09/30/2017	Budget Preparer	Phone:	4138
Contract Period:		Name:	Lillian Pratt	
Contract Number:		Accounting Unit Director/Manager	Phone:	3908
Accounting Fund:	2-Internal Service	Name:	Taylor Alsenay	
Funding Source:	13-Leases-Internal	Executive Director	Phone:	5430
AU Description:	Internal Lease Buildings	Name:	Bruce Davis	
Accounting Unit:	2131000	1st Person Responsible		
Place IDC Rate in Part 4 Below		Employee #	101999	
Date/Time Printed:	27-Jan-17 01:35 PM			

PART-2

Staffing Summary:

Notes: This budget Mod is to increase Space Recovery and expenses for buildings added to the Internal Lease Pool - Highway 51 buildings, New Election Commission building and Motel Offices that were externally leased. The \$327,985 increase of Space Recovery will support the Lease Pool budgets including Facilities Operations 2132000 which includes expenses associated with maintaining internal lease buildings and surrounding grounds.

	FY 2017 REVISION 1	FY 2017 ORIG REQUEST	Incr \ (Decr)
# of Regular Full-Time Employee Equivalents:			-
# of Regular Part-Time Employee Equivalents:			-
# of Temp. Full-Time Employee Equivalents:			-
# of Temp. Part-Time Employee Equivalents:			-
# of Other Employee Equivalents:			-
<b>TOTAL NUMBER OF EMPLOYEE-EQUIVALENTS</b>			-

PART-3

Revenues: (Show as positive #)	Account #			Incr \ (Decr)
Space recovery	410230			
Property Rentals	420000	\$4,897,222	\$4,569,237	\$ 327,985
Please enter a valid account number - >>>		\$8,000	\$8,000	\$ -
Please enter a valid account number - >>>				\$ -
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!				\$ -
<b>Total Revenues</b>		<b>\$ 4,905,222</b>	<b>\$ 4,577,237</b>	<b>\$ 327,985</b>

PART-4

Expenditures:	Account #	Subject to IDC ?		Subject to IDC ?		Incr \ (Decr)
		YES	NO	YES	NO	
DO NOT COPY TO, COPY ABOVE, OR REMOVE THIS LINE!						
Salaries & wages	600000					
Fringe benefits	610000	\$0	\$0			\$ -
Contract services >=\$5K	650000	\$0				\$ -
Utilities	700010		\$20,000		\$20,000	\$ -
Property taxes	710000		\$604,300		\$589,900	\$ 14,400
Direct billed: property insurance	710090		\$20,440		\$20,440	\$ -
Depreciation expense	780000		\$92,875		\$95,370	\$ (2,495)
Please enter a valid account number - >>>			\$531,834		\$506,834	\$ 25,000
Please enter a valid account number - >>>						\$ -
Please enter a valid account number - >>>						\$ -
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!						\$ -
<b>Expenditures NOT Subject to IDC</b>						
<b>Expenditures SUBJECT to IDC</b>		\$ -	\$ 1,269,449	\$ -	\$ 1,232,544	\$ 36,905
Indirect Cost Rate (If blank or zero, must explain in Notes above)		11.85%		11.85%		\$ -
Indirect Cost Allocation	970000					\$ -
<b>Total Expenditures</b>			<b>\$ 1,269,449</b>		<b>\$ 1,232,544</b>	<b>\$ 36,905</b>
<b>Revenues OVER \ (UNDER) Expenditures</b>			<b>\$ 3,635,773</b>		<b>\$ 3,344,693</b>	<b>\$ 291,080</b>
<b>Transfers In\Out - (Show ALL as Positive Numbers)</b>						
<b>Operating Transfers IN</b>						
Other financing sources						
Cash in: tribally required	900000					\$ -
Cash in: grant required	900010					\$ -
Cash in: motor fuel tax	900020					\$ -
Cash in: vehicle tax	900040					\$ -
Cash in: interprogram contract	900050					\$ -
Cash in: debt service	900060					\$ -
	900070					\$ -
<b>Operating Transfers OUT</b>						
Other financing uses						
Cash out: tribally required	900001					\$ -
Cash out: grant required	900011					\$ -
Cash out: motor fuel tax	900021					\$ -
Cash out: vehicle tax	900041					\$ -
Cash out: interprogram contract	900051					\$ -
Cash out: debt service	900061					\$ -
	900071					\$ -
<b>Transfers In\Out - Net</b>			\$ -		\$ -	\$ -
Take to Narrative ==>			\$ 1,269,449		\$ 1,232,544	\$ -
<b>Excess(Deficit) of Revenues, Expenditures and Net Transfers</b>			<b>\$ 3,635,773</b>		<b>\$ 3,344,693</b>	<b>\$ 291,080</b>

414,231.83	0	56,015.08	4,419.10	4,694.65	2,431.30	8,060.03	17,544.06	2,466.30	8,246.10	12,918.97	3,535.21	32,711.77	819.2
Office Warehouse	0	56,015.08	4,419.10	4,694.65	2,431.30	8,060.03	17,544.06	2,466.30	8,246.10	12,918.97	3,535.21	32,711.77	819.2
Unbillable Space (Unoccupied)	0.00	19,648.78	245.00	308.20	123.00	2,708.97	5,484.01	83.90	1,070.90	1,320.30	212.10	4,448.38	76.60
						***** ONE BUILDING*****							
Name	Facilities Operations	Admin Bldg	Human Resources	Benefits	Building Trades	Blue Storage	Gardens Office	Roads Dept	Receiving Warehouse	EMS Building	Marshall Bldg	Office Annex	Facility
AU	2132000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000
Activity	1300010	1301001	1301002	1301003	1301005	1301006	1301007	1301008	1301011	1301012	1301013	1301014	1301021
Acct No.													
Revenue		(4,897,222)	(73,357,095)	(77,931,191)	(14,441,921)	0.00	0.00	(133,796,501)	(352,240,621)	(251,149,441)	(546,615,021)	(28,728,491)	
Space Recovery													
Maintenance Recovery													
Property Rental		(10,000.00)											
Inter-Program Revenue													
Other Income													
Expenditures													
Salaries & Wages	600000	1,889,943.00											
Fringe Benefits	610000	627,569.00											
Staff Dev & Trng	620000	1,000.00											
Travel	630000	2,000.00											
Tolls/parking-travel	630040	50.00											
Per diem	630050	1,000.00											
Lodging	630070	1,000.00											
Contr Svcs <\$5k	640000	10,000.00											
Contr Svcs >\$5k	650000	293,419.00											
Supplies	680000	10,000.00											
Equipment < \$5k	680070	10,000.00											
Alloc: Telephone	690080	2,000.00											
Alloc: Cell phone	690090	16,675.00											
Alloc: mail cost	690120	25.00											
Alloc: photocopy	690130	25.00											
Building Rent/lease	700000	1,000.00											
Utilities	700010	5,000.00											
Trash	700070	25,000.00											
Direct billed: Space Cost	700080	76,200.00											
Property taxes	710000	20,440.00											
Direct billed: Prop Ins	710090	3,500.00											
Direct billed: Auto Ins	710100	17,000.00											
Direct billed: Conts Exp Ins	710140	1,000.00											
Fuel, Oil	720020	10,000.00											
R & m vehicle	720030	15,000.00											
Direct billed: GSA Vehicle	720050	80,000.00											
Direct billed: gas cards	720070	15,000.00											
Building Maintenance	730000	180,000.00											
Grounds Maintenance	730020	140,000.00											
R&M Equip	730040	100,000.00											
Other Op. Exp	760010												
Recov: Internal Svcs	770090												
Depreciation Exp	780000	42,367.00											
Debt Service/S/T Interest	790030												
EXPENDITURES WITHOUT SPACE COST RECOVERY		3,675,773											
REVENUE:		(40,000)											
Budget Total		3,635,773.00											

Office Space Calculation	warehouse Space Calculation	Office Space Calculation	warehouse Space Calculation	Office Space Calculation	warehouse Space Calculation	Office Space Calculation	warehouse Space Calculation	Office Space Calculation	warehouse Space Calculation	Office Space Calculation	warehouse Space Calculation	Office Space Calculation	warehouse Space Calculation
262,965.98	258,042.38	16.60	\$ 4,283,503.55	101,595.55	10,241.09	2.08	\$ 10,241.09	49,670.30	603,471.55	5.94	\$ 603,471.55	414,231.83	4,897,222.19
Less Sillwell :	Less Sillwell :			4,923.60	Sillwell * \$2.08								
49,670.30	Unbillable Space (Unoccupied)												
414,231.83	Total Square Footage												

total: \$ 4,897,222.19

\$ variance

\$0.00 variance from budget page

SQUARE FOOTAGE TOTAL

Office	414,231.83	3,443.00	10238.64	5,743.00	4,313.28	1,152.00	3,063.00	1,232.00	6,068.13	1,298.00	143.00	5,584.15	2,501.00	7,144.03	5,361.28	990.61	460.48		
Warehouse	262,965.98	4,752.20	101,595.55	7,900.00	3,236.00	337.00	3,236.00	3,236.00	3,236.00	3,236.00	3,236.00	3,236.00	3,236.00	3,236.00	3,236.00	3,236.00	3,236.00		
Unbillable Space (Unoccupied)	48,670.30	282.00	2,328.97	709.00	116.67	88.00	106.00	56.00	304.58	56.00	76.29	425.00	143.00	1,082.47	508.38	97.50			
Name		Southgate H	Southgate I	Cort Mall	Gaming Commission	Immerision Classroom I	TERO bldg	Immerision Classroom II	Career Services Learning Center	SIP House	WPA Building	Patrick House	Recycle Center	Immerision Classroom III	Munson House	Veteran's Center	Tax Commission	Immerision Curriculum IV	
Activity		2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000
Acct No.		1301023	1301024	1301025	1301026	1301027	1301031	1301032	1301033	1301034	1301035	1301036	1301037	1301038	1301040	1301041	1301042	1301043	1301044
Revenue		1125,812.52	76,375.64	0.00	1169,961.42	695,928.19	71,600.45	119,123.20	50,845.80	20,451.20	100,730.96	21,545.80	40,220.85	62,354.89	44,569.76	118,590.90	69,597.25	16,444.13	7,975.97
Space Recovery																			
Maintenance Recovery																			
Property Rental																			
Inter-Program Revenue																			
Other Income																			
Expenditures																			
Salaries & Wages		600000																	
Fringe Benefits		610000																	
Staff Dev & Trng		620000																	
Travel		630000																	
Tolls/parking-travel		630040																	
Per diem		630050																	
Lodging		630070																	
Contr Svcs <\$5k		640000																	
Contr Svcs >\$5k		650000																	
Supplies		660000																	
Equipment < \$5k		660070																	
Alloc: Telephone		660080																	
Alloc: Cell phone		660080																	
Alloc: mail cost		680120																	
Alloc: photocopy		680130																	
Building Rent/lease		700000																	
Utilities		700010																	
Trash		700070																	
Direct billed: Space Cost		700080																	
Property Taxes		710000																	
Direct billed: Prop Ins		710080																	
Direct billed: Auto Ins		710100																	
Direct billed:Conts Equip Ins		710140																	
Fuel, Oil		720020																	
R & m vehicle		720030																	
Direct billed: GSA Vehicle		720050																	
Direct billed: gas cards		720070																	
Building Maintenance		730000																	
Grounds Maintenance		730020																	
R&M Equip		730040																	
Other Op. Exp		760010																	
Recov: Internal Svcs		760080																	
Depreciation Exp		770000																	
Debt Service Int Interest		780000																	
EXPENDITURES WITHOUT SPACE COST RECOVERY		790030																	
REVENUE:																			
Budget Total																			

Office Space Calculation  
warehouse Space Calculation

	76,866.52	57,153.80	0.00	169,961.42	88,928.19	71,600.45	19,123.20	50,845.80	20,451.20	100,730.96	21,546.80	2,373.80	82,364.89	41,516.60	118,590.90	69,597.25	16,444.13	7,975.97
	46,926.00	19,221.84	0.00	0.00	1,621.62	0.00	0.00	0.00	0.00	0.00	0.00	46,847.05	3,053.16	0.00	600.00	0.00	0.00	0.00



CHEROKEE NATION - FY2017 BUDGET REQUEST FORM

<b>PART-1</b>		<b>Budget Preparer</b>		Phone: 4138
Budget Period:	10/01/2016 - 09/30/2017	Name:	Lillian Pratt	
Contract Number:		<b>Accounting Unit Director/Manager</b>	Phone: 3908	
Accounting Fund:	2-Internal Service	Name:	Taylor Alsenay	
Funding Source:	13-Leases-Internal	<b>Executive Director</b>	Phone: 5430	
AU Description:	Facilities Operations	Name:	Bruce Davis	
Accounting Unit:	2132000	<b>1st Person Responsible</b>	Employee # 101999	
Date/Time Printed:	27-Jan-17 01:37 PM			

Notes: This budget is part of the Internal Lease Pool and is supported by Internal Lease AU 2131000 through Space Recovery. The Facilities Operations' increase from Space Recovery is \$291,080. Salaries & Fringe increased due to staff reclassification and an additional custodian (added after budget cycle began) to support the additional Lease Pool buildings. Expenses were also increased to support the additional buildings and surrounding grounds.

Staffing Summary:	FY 2017 REVISION 1	FY 2017 ORIG REQUEST	Incr \ (Decr)
# of Regular Full-Time Employee Equivalents:	62.80	61.80	1.00
# of Regular Part-Time Employee Equivalents:	0.50	1.00	(0.50)
# of Temp. Full-Time Employee Equivalents:			-
# of Temp. Part-Time Employee Equivalents:			-
# of Other Employee Equivalents:			-
<b>TOTAL NUMBER OF EMPLOYEE-EQUIVALENTS</b>	<b>63.30</b>	<b>62.80</b>	<b>0.50</b>

**PART-3**

Revenues: (Show as positive #)

Account #				Incr \ (Decr)
Maintenance recovery	410280	\$10,000	\$10,000	\$ -
Inter-program revenue	496000	\$20,000	\$20,000	\$ -
Other income	499000	\$10,000	\$10,000	\$ -
Please enter a valid account number - >>>				
Please enter a valid account number - >>>				
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!				
<b>Total Revenues</b>		<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>

**PART-4**

Expenditures:

Account #	Subject to IDC ?		Subject to IDC ?		Incr \ (Decr)
	YES	NO	YES	NO	
DO NOT COPY TO, COPY ABOVE, OR REMOVE THIS LINE!					
Salaries & wages	600000		\$1,819,794	\$1,804,707	\$ 15,087
Fringe benefits	610000		\$608,885	\$605,940	\$ 2,945
Staff development & training	620000		\$1,000	\$1,000	\$ -
Travel-staff	630000		\$2,000	\$2,000	\$ -
Tolls/parking-travel	630040		\$50	\$50	\$ -
Per diem	630050		\$1,000	\$1,000	\$ -
Lodging	630070		\$1,000	\$1,000	\$ -
Contract services < \$5K	640000		\$15,000	\$15,000	\$ -
Contract services >=\$5K	650000		\$110,000	\$100,000	\$ 10,000
Supplies	680000		\$293,419	\$194,204	\$ 99,215
Equipment < \$5K	680070		\$20,000	\$ -	\$ 20,000
Direct billed: telephone expense	690080		\$2,000	\$2,000	\$ -
Direct billed: cell/mobile phone	690090		\$16,675	\$16,675	\$ -
Direct billed: mailing cost	690120		\$25	\$25	\$ -
Direct billed: printing/copying	690130		\$25	\$25	\$ -
Building rent/lease	700000		\$1,000	\$1,000	\$ -
Utilities	700010		\$5,000	\$ -	\$ 5,000
Trash	700070		\$25,000	\$25,000	\$ -
Direct billed: space cost	700080		\$78,200	\$76,200	\$ -
Direct billed: property insurance	710090		\$3,500	\$3,500	\$ -
Direct billed: auto insurance	710100		\$17,000	\$17,000	\$ -
Direct billed: contractor eqp ins	710140		\$1,000	\$1,000	\$ -
Fuel, oil	720020		\$10,000	\$10,000	\$ -
R & m vehicle	720030		\$15,000	\$10,000	\$ 5,000
Direct billed: GSA vehicle	720050		\$80,000	\$80,000	\$ -
Direct billed: gas cards	720070		\$15,000	\$15,000	\$ -
Building maintenance	730000		\$233,833	\$140,000	\$ 93,833
Grounds maintenance	730020		\$160,000	\$120,000	\$ 40,000
R & m equipment	730040		\$100,000	\$100,000	\$ -
Depreciation expense	780000		\$42,367	\$42,367	\$ -
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!					
<b>Expenditures NOT Subject to IDC</b>			<b>\$ 3,675,773</b>	<b>\$ 3,384,693</b>	<b>\$ 291,080</b>
<b>Expenditures SUBJECT to IDC</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Indirect Cost Rate (If blank or zero, must explain in Notes above)		11.85%		13.86%	
Indirect Cost Allocation	970000		\$ -	\$ -	\$ -
<b>Total Expenditures</b>			<b>\$ 3,675,773</b>	<b>\$ 3,384,693</b>	<b>\$ 291,080</b>

<b>Revenues OVER \ (UNDER) Expenditures</b>		<b>\$ (3,635,773)</b>	<b>\$ (3,344,693)</b>	<b>\$ (291,080)</b>
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**Transfers In/Out - (Show ALL as Positive Numbers)**

**Operating Transfers IN**

Other financing sources	900000			\$ -
Cash in: tribally required	900010			\$ -
Cash in: grant required	900020			\$ -
Cash in: motor fuel tax	900040			\$ -
Cash in: vehicle tax	900050			\$ -
Cash in: interprogram contract	900060			\$ -
Cash in: debt service	900070			\$ -

**Operating Transfers OUT**

Other financing uses	900001			\$ -
Cash out: tribally required	900011			\$ -
Cash out: grant required	900021			\$ -
Cash out: motor fuel tax	900041			\$ -
Cash out: vehicle tax	900051			\$ -
Cash out: interprogram contract	900061			\$ -
Cash out: debt service	900071			\$ -

**Transfers In/Out - Net**

		\$ -	\$ -	\$ -
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Take to Narrative ==>

		\$ 3,675,773	\$ 3,384,693	
<b>Excess(Deficit) of Revenues, Expenditures and Net Transfers</b>		<b>\$ (3,635,773)</b>	<b>\$ (3,344,693)</b>	<b>\$ (291,080)</b>

Job Title	Position	Grade	Salary Class: Hourly = H Monthly = M MO/MPA = N	Vacant/Existing		Emp. #	Pay Rate	Expected Hours To Pay on this AU		Wages (Gross)	Series-Status	Fringe Rate%	% Charged to this AU	On Multiple AUs	Totals For This Accounting Unit	
				New=N	Existing=E			Regular	Overtime						Wages (Gross)	Expected Fringe Benefits
1 CUSTODIAN	E	G05	H			109725	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
2 MGR HOUSEKEEPING	E	M04	S			104185	\$20.93	2,080		\$43,534	Full Time	33.60%	100%	X	\$43,534	\$14,627
3 HVAC APPRENTICE	E	EL4	H			109180	\$12.53	2,080	40	\$26,814	Full Time	33.60%	85%	X	\$22,792	\$7,659
4 CUSTODIAN	E	G05	H			105137	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
5 CUSTODIAN	E	G05	H			102527	\$11.09	1,040		\$11,634	Part Time	12.80%	100%	X	\$11,634	\$3,889
6 MAINT TECHNICIAN	E	G05	H			105556	\$15.35	2,080	40	\$32,849	Full Time	33.60%	85%	X	\$27,922	\$9,382
7 APPRENTICE PLUMBER	E	PL1	H			101676	\$16.66	2,080	40	\$34,560	Full Time	33.60%	85%	X	\$29,359	\$10,201
8 SKILLED LABORER	E	G05	H			108551	\$11.22	2,080	40	\$24,011	Full Time	33.60%	85%	X	\$20,409	\$6,857
9 CUSTODIAN	E	CW1	H			105201	\$13.08	2,080	40	\$27,991	Full Time	33.60%	85%	X	\$23,792	\$7,994
10 CUSTODIAN	E	G05	H			102761	\$9.79	2,080		\$20,363	Full Time	33.60%	100%	X	\$20,363	\$6,842
11 HEAVY EQUIP OPR	E	HW3	H			105731	\$14.95	2,080	40	\$32,014	Full Time	33.60%	100%	X	\$27,212	\$9,143
12 CUSTODIAN	E	G05	H			107399	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
13 SKILLED LABORER	E	G05	H			103540	\$10.00	2,080	40	\$21,400	Full Time	33.60%	85%	X	\$18,180	\$6,112
14 CARPENTER	E	OV1	H			107287	\$10.74	2,080	40	\$22,364	Full Time	33.60%	85%	X	\$19,536	\$6,564
15 LEAD GROUNDS TECH	E	G05	H			103031	\$12.54	2,080	40	\$28,408	Full Time	33.60%	85%	X	\$22,447	\$7,542
16 LABORER	E	G05	H			102326	\$9.25	2,080	40	\$19,793	Full Time	33.60%	85%	X	\$16,826	\$5,954
17 SPECIAL PROJECTS OFFICER	E	P03	H			103245	\$20.22	2,080	40	\$42,058	Full Time	33.60%	100%	X	\$36,028	\$11,131
18 MAINTENANCE WORKER	E	EL1	H			102169	\$11.38	2,080	40	\$24,674	Full Time	33.60%	85%	X	\$20,973	\$7,047
19 APPRENTICE ELECTRICIAN	E	EL1	H			105887	\$11.95	2,080	40	\$24,974	Full Time	33.60%	100%	X	\$20,973	\$7,047
20 CUSTODIAN	E	G05	H			106587	\$11.95	2,080	40	\$24,974	Full Time	33.60%	100%	X	\$20,973	\$7,047
21 LABORER	E	G05	H			102848	\$9.79	2,080		\$20,363	Full Time	33.60%	100%	X	\$20,363	\$6,839
22 LEAD CARPENTER	E	G05	H			102135	\$13.47	2,080	40	\$28,826	Full Time	33.60%	85%	X	\$22,360	\$7,513
23 CUSTODIAN	E	G05	H			109347	\$10.75	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
24 CUSTODIAN	E	G05	H			108041	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
25 SKILLED LABORER	E	G05	H			103442	\$15.35	2,080	40	\$32,849	Full Time	33.60%	85%	X	\$27,922	\$9,382
26 MAINTENANCE WORKER	E	G05	H			103583	\$9.89	2,080	40	\$21,055	Full Time	33.60%	100%	X	\$17,690	\$6,045
27 MAINTENANCE WORKER	E	G05	H			101867	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
28 FACILITY ADMIN	E	M05	H			101587	\$35.63	2,080	40	\$74,110	Full Time	33.60%	100%	X	\$74,110	\$24,901
29 LEAD HEAVY EQUIP FINISH OPERAT	E	T07	H			102377	\$13.67	2,080	40	\$29,254	Full Time	33.60%	85%	X	\$24,866	\$8,355
30 CUSTODIAN	E	G05	H			105881	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
31 MGR MAINT GRNDS BLDG	E	M04	H			106698	\$19.65	2,080		\$39,445	Full Time	33.60%	85%	X	\$33,698	\$11,323
32 MAINTENANCE WORKER	E	G05	H			102528	\$9.79	2,080		\$20,363	Full Time	33.60%	100%	X	\$20,363	\$6,842
33 APPRENTICE ELECTRICIAN	E	EL1	H			107365	\$12.98	2,080	40	\$27,777	Full Time	33.60%	100%	X	\$23,777	\$7,443
34 COORD SPECIAL PROJECTS	E	P09	H			107365	\$20.63	2,080		\$42,910	Full Time	33.60%	100%	X	\$42,910	\$14,418
35 CUSTODIAN	E	G05	H			108457	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
36 CUSTODIAN	E	G05	H			108781	\$10.60	2,080		\$22,048	Full Time	33.60%	100%	X	\$22,048	\$7,408
37 CUSTODIAN	E	G05	H			100000	\$9.25	2,080		\$19,240	Full Time	33.60%	100%	X	\$19,240	\$6,465
38 HVACR APPRENTICE	E	EL4	H			101779	\$16.23	2,080	40	\$38,012	Full Time	33.60%	85%	X	\$33,160	\$11,142
39 CUSTODIAN	E	G05	H			107709	\$25.00	2,080		\$53,500	Full Time	33.60%	100%	X	\$53,500	\$17,743
40 HVAC CONTRACTOR	E	EL4	H			107721	\$11.08	2,080	40	\$23,046	Full Time	33.60%	85%	X	\$20,465	\$7,443
41 CUSTODIAN	E	G05	H			107949	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
42 CUSTODIAN	E	G05	H			102855	\$10.61	2,080		\$22,069	Full Time	33.60%	100%	X	\$22,069	\$7,415
43 CUSTODIAN	E	G05	H			105983	\$13.52	2,080		\$28,122	Full Time	33.60%	100%	X	\$28,122	\$9,449
44 CUSTODIAN	E	G05	H			106095	\$10.98	2,080		\$22,838	Full Time	33.60%	100%	X	\$22,838	\$7,674
45 SUPV CUSTODIAN	E	M02	H			107594	\$17.43	2,080	40	\$32,549	Full Time	33.60%	100%	X	\$27,657	\$9,295
46 LEAD CARPENTER	E	CW2	H			106253	\$15.21	2,080		\$24,421	Full Time	33.60%	85%	X	\$23,421	\$7,669
47 CUSTODIAN	E	G05	H			105355	\$11.26	2,080		\$21,382	Full Time	33.60%	100%	X	\$21,382	\$7,184
48 CUSTODIAN	E	G05	H			105738	\$10.28	2,080		\$21,382	Full Time	33.60%	100%	X	\$21,382	\$7,184
49 MAINT TECHNICIAN	E	G05	H			102670	\$9.79	2,080		\$20,363	Full Time	33.60%	100%	X	\$20,363	\$6,842
50 LABORER	E	G05	H			102504	\$9.79	2,080	40	\$20,363	Full Time	33.60%	85%	X	\$17,808	\$5,983
51 MAINTENANCE WORKER	E	G05	H			103339	\$10.53	2,080	40	\$21,915	Full Time	33.60%	85%	X	\$19,245	\$6,405
52 ACCOUNT CLERK III	E	A06	H			102914	\$13.45	2,080		\$28,122	Full Time	33.60%	100%	X	\$27,978	\$9,400
53 CUSTODIAN	E	G05	H			107280	\$10.67	2,080		\$22,194	Full Time	33.60%	100%	X	\$22,194	\$7,457
54 CUSTODIAN	E	G05	H			102023	\$9.50	2,080		\$19,760	Full Time	33.60%	100%	X	\$19,760	\$6,639
55 CUSTODIAN	E	G05	H			101658	\$9.64	2,080		\$20,363	Full Time	33.60%	100%	X	\$20,363	\$6,642
56 CUSTODIAN	E	G05	H			105006	\$9.25	2,080		\$19,240	Full Time	33.60%	100%	X	\$19,240	\$6,465
57 CUSTODIAN	E	G05	H			102287	\$11.78	2,080		\$24,502	Full Time	33.60%	100%	X	\$24,502	\$8,041
58 CUSTODIAN	E	G05	H			104222	\$10.14	2,080		\$21,081	Full Time	33.60%	100%	X	\$21,081	\$6,937
59 JOURNEYMAN ELECTRICIAN	E	EL2	H			107945	\$19.19	2,080	40	\$43,087	Full Time	33.60%	85%	X	\$37,091	\$12,069
60 SPECIAL PROJECTS OFFICER	E	P09	H			104152	\$18.58	2,080	40	\$38,646	Full Time	33.60%	100%	X	\$38,646	\$12,469
61 SKILLED LABORER	E	G05	H			106526	\$13.19	2,080	40	\$27,435	Full Time	33.60%	100%	X	\$24,435	\$8,216
62 MAINTENANCE WORKER	E	G06	H				\$19.25	2,080	40	\$22,663	Full Time	33.60%	85%	X	\$19,264	\$6,473
63 Anticipated Turnover	V	G05	H				\$9.79	2,080	40	\$20,363	Full Time	33.60%	85%	X	\$17,808	\$5,983
64 Adjustment to Fringe Benefits															\$0	\$0
65 % Merit Increase															\$0	\$0
66 % Merit Increase															\$0	\$0
67 Shift Differential															\$0	\$0
68 Christmas Bonus - Regular Full Time							\$10.00	2,080							\$20,800	\$6,969
69 Christmas Bonus - Regular Part Time															\$66,000	\$22,176
Totals															\$1,819,794	\$608,835

Please input these totals on the Budget Request Form!



SQUARE FOOTAGE TOTAL

Office  
Warehouse  
Unbillable Space (Unoccupied)

414,231.83	262,965.98	4,752.20	3,443.00	10238.64	5,743.00	4,313.28	1,152.00	3,063.00	1,232.00	6,058.13	1,298.00	143.00	5,564.15	2,501.00	7,144.03	5,361.28	990.61	480.48
	101,595.55	7,900.00	3,236.00	2,329.97	709.00	116.67	88.00	106.00		304.56	56.00	7866.71	425.00	143.00	1,082.47	101.01	97.50	
	49,670.30	282.00	337.00	3,235.00	709.00	116.67	88.00	106.00		304.56	56.00	7866.71	425.00	143.00	1,082.47	101.01	97.50	
Name	Housing Rehab	Southgate H	Southgate I	Corr Mall	Gaming Commission	Immerision Classroom I	Immerision Classroom II	Immerision Classroom Learning Center	WPA Building	Patrick House	Recycle Center	Immerision Classroom III	Munson House	Veteran's Center	Tax Commission	Immerision IV Curriculum	Immerision V Admin	
AU	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000	2131000
Activity	1301023	1301024	1301025	1301026	1301027	1301029	1301031	1301032	1301033	1301034	1301036	1301038	1301040	1301041	1301042	1301043	1301044	
Acct No.																		
Revenue	410230	(125,812.52)	(76,375.64)	0.00	(96,955.42)	(88,928.19)	(71,600.45)	(50,845.80)	(20,451.20)	(100,230.96)	(21,545.80)	(49,220.86)	(92,264.89)	(44,550.76)	(88,597.25)	(16,444.13)	(7,975.97)	
Space Recovery	410230																	
Maintenance Recovery	420000																	
Property Rental	496000																	
Inter-Program Revenue	499000																	
Other Income																		
Expenditures	600000																	
Salaries & Wages	610000																	
Fringe Benefits	620000																	
Staff Dev & Trng	630000																	
Travel	630040																	
Tolls/parking-travel	630050																	
Per diem	630070																	
Lodging	640000																	
Contr Svcs <\$5k	650000																	
Contr Svcs >\$5k	680000																	
Supplies	680070																	
Equipment < \$5k	690080																	
Alloc: Telephone	690090																	
Alloc: Cell phone	690120																	
Alloc: mail cost	690130																	
Alloc: print/copy	700000																	
Building Rent/lease	700070	12,000.00	12,000.00	15,000.00	10,000.00	4,000.00	4,000.00	3,000.00	4,000.00	4,000.00	3,000.00	4,000.00	4,500.00	5,000.00	7,500.00	2,000.00	2,000.00	
Utilities	700070																	
Trash	700080																	
Direct billed: Space Cost	710000		3,500.00		8,840.00													
Property Taxes	710090		1,500.00		1,620.00		1,175.00	960.00	200.00	1,150.00		950.00			3,200.00			
Direct billed: Prop Ins	710100																	
Direct billed: Auto Ins	710140																	
Direct billed:Conts Exp Ins	720020																	
Fuel, Oil	720030																	
R & m vehicle	720050																	
Direct billed: GSA Vehicle	720070																	
Direct billed: gas cards	730000																	
Building Maintenance	730020																	
Grounds Maintenance	730040																	
R&M Equip	760010																	
Other Op. Exp	760090																	
Recov: Internal Svcs	770000																	
Depreciation Exp	780000	9,500.00			9,500.00	2,800.00	4,000.00	4,200.00	4,000.00	4,000.00	8,000.00	4,000.00	4,000.00	15,000.00	5,000.00	4,000.00	4,000.00	
Debt Service Int Interest	790030																	
EXPENDITURES WITHOUT SPACE COST RECOVERY		21,500	17,000	0	30,060	19,010	4,000	8,160	8,200	5,150	3,000	12,950	7,400	4,500	15,700	6,400	6,500	
REVENUE:		(125,813)	(76,376)	0	(96,955)	(88,928)	(71,600)	(50,846)	(20,451)	(100,231)	(21,547)	(49,221)	(92,265)	(44,570)	(88,597)	(16,444)	(7,976)	
Budget Total		(104,312.52)	(59,375.64)	0.00	(66,895.42)	(69,916.19)	(67,600.45)	(42,865.80)	(12,251.20)	(95,590.96)	(23,516.80)	(38,270.86)	(84,984.89)	(40,089.76)	(73,697.25)	(10,044.13)	(1,475.97)	

Office Space Calculation  
warehouse Space Calculation

78,886.52	57,153.80	0.00	169,961.42	95,333.80	86,928.19	71,600.45	19,123.20	50,845.80	20,451.20	100,730.96	21,546.80	2,373.80	92,364.89	41,516.60	118,590.90	88,997.25	16,444.13	7,975.97
46,926.00	19,221.84	0.00	0.00	1,621.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,847.06	0.00	3,063.16	0.00	600.00	0.00	0.00





CHEROKEE NATION - FY2017 BUDGET REQUEST FORM

PART-1

Budget Period:	10/01/2016 - 09/30/2017	Budget Preparer	Phone:	5285
Contract Period:		Name:	Mary Campbell	
Contract Number:		Accounting Unit Director/Manager	Shay Smith Phone: 5534	
Accounting Fund:	3-Special Revenue	Name:	Anna Knight Phone: 5532	
Funding Source:	22-DOI-Self Governance	Executive Director		
AU Description:	SG Small Bus Assistance Center	Name:	Anna Knight	
Accounting Unit:	3222020	1st Person Responsible		
	Place IDC Rate in Part 4 Below	Employee #	10-1074	
Date/Time Printed:	16-Dec-16 12:02 PM			

Notes: Cash out for required match to SBA Prime 3755800 in the amount of \$46,941.

PART-2

Staffing Summary:	FY 2017 REVISION 1	FY 2017 ORIG REQUEST	Incr \ (Decr)
# of Regular Full-Time Employee Equivalents:	5.21	5.60	(0.39)
# of Regular Part-Time Employee Equivalents:			-
# of Temp. Full-Time Employee Equivalents:			-
# of Temp. Part-Time Employee Equivalents:			-
# of Other Employee Equivalents:			-
<b>TOTAL NUMBER OF EMPLOYEE-EQUIVALENTS</b>	<b>5.21</b>	<b>5.60</b>	<b>(0.39)</b>

PART-3

Revenues:	Account #			Incr \ (Decr)
Grants / contracts revenue	400000	\$546,982	\$546,982	\$ -
Please enter a valid account number - >>>				\$ -
Please enter a valid account number - >>>				\$ -
Please enter a valid account number - >>>				\$ -
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!				\$ -
<b>Total Revenues</b>		<b>\$ 546,982</b>	<b>\$ 546,982</b>	<b>\$ -</b>

PART-4

Expenditures:	Account #	Subject to IDC ?		Subject to IDC ?		Incr \ (Decr)
		YES	NO	YES	NO	
DO NOT COPY TO, COPY ABOVE, OR REMOVE THIS LINE!						
Salaries & wages	600000	\$241,293		\$267,166		\$ (25,873)
Fringe benefits	610000	\$80,247		\$88,941		\$ (8,694)
Staff development & training	620000	\$5,000		\$5,000		\$ -
Travel-staff	630000	\$9,000		\$9,000		\$ -
Contract services < \$5K	640000	\$16,000		\$18,000		\$ (2,000)
Contract services >=\$5K	650000		\$17,000		\$19,000	\$ (2,000)
Supplies	680000	\$9,500		\$11,000		\$ (1,500)
Communication & reproduction	690000	\$5,000		\$5,000		\$ -
Direct billed: telephone expense	690080	\$3,000		\$3,000		\$ -
Direct billed: cell/mobile phone	690090	\$4,500		\$4,500		\$ -
Direct billed: internet	690110	\$5,000		\$5,000		\$ -
Direct billed: mailing cost	690120	\$2,000		\$2,000		\$ -
Direct billed: printing/copying	690130	\$3,000		\$3,000		\$ -
Building rent/lease	700000	\$600		\$600		\$ -
Utilities	700010	\$3,392		\$5,000		\$ (1,608)
Direct billed: space cost	700080	\$30,000		\$30,000		\$ -
Direct billed: property insurance	710090	\$2,000		\$2,000		\$ -
Direct billed: auto insurance	710100	\$800		\$800		\$ -
Employee mileage reimbursement	720040	\$3,000		\$3,000		\$ -
Direct billed: GSA vehicle	720050	\$5,000		\$5,000		\$ -
Building maintenance	730000	\$1,033		\$1,538		\$ (505)
R & m equipment	730040	\$2,500		\$2,500		\$ -
Please enter a valid account number - >>>						\$ -
Please enter a valid account number - >>>						\$ -
Please enter a valid account number - >>>						\$ -
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!						\$ -
<b>Expenditures NOT Subject to IDC</b>			\$ 17,000		\$ 19,000	\$ (2,000)
<b>Expenditures SUBJECT to IDC</b>		\$ 431,865		\$ 472,045		\$ (40,180)
Indirect Cost Rate (If blank or zero, must explain in Notes above)		11.85%		11.85%		\$ -
Indirect Cost Allocation	970000	\$ 51,176		\$ 55,937		\$ (4,761)
<b>Total Expenditures</b>			<b>\$ 500,041</b>		<b>\$ 546,982</b>	<b>\$ (46,941)</b>

<b>Revenues OVER \ (UNDER) Expenditures</b>		<b>\$ 46,941</b>		<b>\$ -</b>	<b>\$ 46,941</b>
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Transfers In/Out - (Show ALL as Positive Numbers)					
<b>Operating Transfers IN</b>					
Other financing sources	900000				\$ -
Cash in: tribally required	900010				\$ -
Cash in: grant required	900020				\$ -
Cash in: motor fuel tax	900040				\$ -
Cash in: vehicle tax	900050				\$ -
Cash in: interprogram contract	900060				\$ -
Cash in: debt service	900070				\$ -
<b>Operating Transfers OUT</b>					
Other financing uses	900001				\$ -
Cash out: tribally required	900011				\$ -
Cash out: grant required	900021		\$46,941		\$ 46,941
Cash out: motor fuel tax	900041			\$0	\$ -
Cash out: vehicle tax	900051				\$ -
Cash out: interprogram contract	900061				\$ -
Cash out: debt service	900071				\$ -
<b>Transfers In/Out - Net</b>			<b>\$ (46,941)</b>		<b>\$ (46,941)</b>
Take to Narrative ==>			<b>\$ 546,982</b>		<b>\$ 546,982</b>
<b>Excess\ (Deficit) of Revenues, Expenditures and Net Transfers</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>

**PAYROLL WORKSHEET**

Accounting Unit Description: SG Small Bus Assistance Center  
 Accounting Unit Name: 3222020

For Budget Period: 10/01/2016 - 09/30/2017  
 Prepared by: Mary Campbell

Printed Date: 25-Jan-17  
 Printed Time: 07:49 AM

Job Title	Position Vacant=N New=N Existing=E	Salary Class: Salary = S Hourly = H MOA/PA = N	Grade Range	Emp. #	Pay Rate	Expected Hours To Pay on this AU		Expected Wages (Gross)	Series-Status	Fringe Rate%	% Charged to this AU	On Multiple AUs	Totals For This Accounting Unit	
						Regular	Overtime						Expected Wages (Gross)	Expected Fringe Benefits
1 DIR SMALL BUS ASST CTR	E	S	MO9	106555	\$35.89	2.080	0	\$74,651	Full Time	33.60%	30%	X	\$67,186	\$22,574
2 MGR ENTREPRENEUR DEVELOPMENT	E	S	MO6	101843	\$30.00	2.080	0	\$62,400	Full Time	33.60%	36%	X	\$22,464	\$7,548
3 SUPV PORTFOLIO	E	H	MO4	107288	\$17.44	2.080	0	\$36,275	Full Time	33.60%	50%	X	\$18,138	\$6,094
4 BID ANALYST	E	H	PO9	101150	\$19.28	2.080	0	\$40,102	Full Time	33.60%	100%	X	\$40,102	\$13,474
5 BID ANALYST	E	H	PO9	102878	\$20.25	2.080	0	\$42,120	Full Time	33.60%	50%	X	\$21,060	\$7,076
6 MORTGAGE LOAN OFFICER	E	H	PO7	106352	\$22.06	2.080	0	\$45,885	Full Time	33.60%	15%	X	\$6,883	\$2,313
7 CULTURAL SPECIALIST	E	H	CO7	109741	\$17.50	2.080	0	\$36,400	Full Time	33.60%	15%	X	\$5,460	\$1,835
8 CULTURAL SPECIALIST	E	H	CO7	109741	\$17.50	2.080	0	\$36,400	Full Time	33.60%	15%	X	\$5,460	\$1,835
9 SUPV COMPLIANCE	E	S	MO3	109494	\$22.88	2.080	0	\$47,590	Full Time	33.60%	25%	X	\$11,898	\$3,998
10 ADMINISTRATIVE ASSISTANT	E	H	AO5	100431	\$11.04	2.080	0	\$22,963	Full Time	33.60%	100%	X	\$22,963	\$7,716
11 ADMINISTRATIVE ASSISTANT	E	H	AO5	104724	\$11.26	2.080	0	\$23,421	Full Time	33.60%	25%	X	\$5,855	\$1,967
12													\$0	\$0
13													\$0	\$0
14													\$0	\$0
15													\$0	\$0
16													\$0	\$0
17													\$0	\$0
18													\$0	\$0
19													\$0	\$0
20													\$0	\$0
21													\$0	\$0
22													\$0	\$0
23													\$0	\$0
24													\$0	\$0
25													\$0	\$0
26													\$0	\$0
27													\$0	\$0
28													\$0	\$0
29													\$0	\$0
30													\$0	\$0
31													\$0	\$0
32													\$0	\$0
33													\$0	\$0
34													\$0	\$0
35													\$0	\$0
36													\$0	\$0
37													\$0	\$0
38													\$0	\$0
39													\$0	\$0
40													\$0	\$0
41													\$0	\$0
42													\$0	\$0
43													\$0	\$0
44													\$0	\$0
45													\$0	\$0
46													\$0	\$0
47													\$0	\$0
48													\$0	\$0
49 Anticipated Turnover													\$0	\$0
50 Adjustment to Fringe Benefits													\$6,824	\$2,293
51 AU 3% Merit Increase													\$0	\$0
52 Shift Differential													\$0	\$0
53 Christmas Bonus - Regular Full Time													\$3,600	\$1,008
54 Christmas Bonus - Regular Part Time													\$4,000	\$516
<b>Totals</b>													<b>\$241,293</b>	<b>\$80,247</b>

Please input these totals on the Budget Request Form!

CHEROKEE NATION - FY2017 BUDGET REQUEST FORM

PART-1

Budget Period:	10/01/2016 - 09/30/2017	Budget Preparer	Name:	Mary Campbell	Phone:	5285
Contract Period:		Accounting Unit Director/Manager	Name:	Shay Smith	Phone:	5534
Contract Number:	SBAHQ-16-0015/0001	Executive Director	Name:	Anna Knight	Phone:	5532
Accounting Fund:	3-Special Revenue	1st Person Responsible	Employee #	10-1074		
Funding Source:	75-Federal Other					
AU Description:	SBA Prime					
Accounting Unit:	3755800					
Place IDC Rate in Part 4 Below						
Date/Time Printed:	27-Jan-17 01:44 PM					

Notes: Cash in from SBAC AU 3222020 for one-time cash match in the amount of \$46,941. In-kind match of \$46,941.

PART-2

Staffing Summary:	FY 2017 ORIG REQUEST	FY 2016 BUDGET	Incr \ (Decr)
# of Regular Full-Time Employee Equivalents:	2.09	3.50	(1.41)
# of Regular Part-Time Employee Equivalents:			-
# of Temp. Full-Time Employee Equivalents:			-
# of Temp. Part-Time Employee Equivalents:			-
# of Other Employee Equivalents:			-
<b>TOTAL NUMBER OF EMPLOYEE-EQUIVALENTS</b>	<b>2.09</b>	<b>3.50</b>	<b>(1.41)</b>

PART-3

Revenues: (Show as positive #)	Account #			Incr \ (Decr)
Grants / contracts revenue	400000	\$149,923	\$149,481	\$ 442
Contributions: in-kind revenue	480030	\$46,941	\$38,089	\$ 8,852
Please enter a valid account number - >>>				\$ -
Please enter a valid account number - >>>				\$ -
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!				
<b>Total Revenues</b>		<b>\$ 196,864</b>	<b>\$ 187,570</b>	<b>\$ 9,294</b>

PART-4

Expenditures:	Account #	Subject to IDC ?		Subject to IDC ?		Incr \ (Decr)
		YES	NO	YES	NO	
DO NOT COPY TO, COPY ABOVE, OR REMOVE THIS LINE!						
Salaries & wages	600000	\$98,507		\$99,868		\$ (1,361)
Fringe benefits	610000	\$32,685		\$32,070		\$ 615
Salaries & wages: participants	600030		\$32,844			\$ 32,844
Contract services >=\$5K	650000				\$30,000	\$ (30,000)
Supplies	680000			\$3,600		\$ (3,600)
Direct billed: space cost	700080	\$10,624		\$0		\$ 10,624
Employee mileage reimbursement	720040			\$2,851		\$ (2,851)
Advertising	740000	\$4,827		\$0		\$ 4,827
Contributions: in-kind	750020		\$46,941		\$38,089	\$ 8,852
Please enter a valid account number - >>>						\$ -
Please enter a valid account number - >>>						\$ -
Please enter a valid account number - >>>						\$ -
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!						
Expenditures NOT Subject to IDC			\$ 79,785		\$ 68,089	\$ 11,696
Expenditures SUBJECT to IDC		\$ 146,643		\$ 138,389		\$ 8,254
Indirect Cost Rate (If blank or zero, must explain in Notes above)		11.85%		13.86%		
Indirect Cost Allocation	970000	\$ 17,377		\$ 19,181		\$ (1,804)
<b>Total Expenditures</b>			<b>\$ 243,805</b>		<b>\$ 225,659</b>	<b>\$ 18,146</b>

Revenues OVER \ (UNDER) Expenditures		\$ (46,941)		\$ (38,089)		\$ (8,852)
--------------------------------------	--	-------------	--	-------------	--	------------

Transfers In\Out - (Show ALL as Positive Numbers)						
<b>Operating Transfers IN</b>						
Other financing sources	900000					\$ -
Cash in: tribally required	900010					\$ -
Cash in: grant required	900020		\$46,941		\$38,089	\$ 8,852
Cash in: motor fuel tax	900040					\$ -
Cash in: vehicle tax	900050					\$ -
Cash in: interprogram contract	900060					\$ -
Cash in: debt service	900070					\$ -
<b>Operating Transfers OUT</b>						
Other financing uses	900001					\$ -
Cash out: tribally required	900011					\$ -
Cash out: grant required	900021					\$ -
Cash out: motor fuel tax	900041					\$ -
Cash out: vehicle tax	900051					\$ -
Cash out: interprogram contract	900061					\$ -
Cash out: debt service	900071					\$ -
<b>Transfers In\Out - Net</b>			<b>\$ 46,941</b>		<b>\$ -</b>	<b>\$ 46,941</b>
Take to Narrative ==>		\$ 243,805		\$ 225,659		\$ 18,146
<b>Excess(Deficit) of Revenues, Expenditures and Net Transfers</b>		<b>\$ -</b>		<b>\$ (38,089)</b>		<b>\$ 38,089</b>

0 PAYROLL WORKSHEET

Accounting Unit Description: SBA Prime For Budget Period: 10/01/2016 - 09/30/2017 Printed Date: 25-Jan-17  
 Accounting Unit Name: 3755800 Prepared by: Mary Campbell Printed Time: 07:52 AM

Job Title	Position New=N Existing=E	Salary Class: Hourly = H MOA/PA = N	Grade Range	Emp. #	Pay Rate	Expected Hours To Pay on this AU		Expected Wages (Gross)	Series-Status	Fringe Rate%	% Charged to this AU	On Multiple AUs	Totals For This Accounting Unit	
						Regular	Overtime						Expected Wages (Gross)	Expected Fringe Benefits
1 DIR SMALL BUS ASST CTR	E	S	M09	106555	\$35.89	2.080		\$74,651	Full Time	33.60%	10%	X	\$7,465	\$2,508
2 MGR ENTREPRENEUR DEVELOPMENT	E	S	M06	101843	\$29.81	2.080		\$62,005	Full Time	33.60%	44%	X	\$27,282	\$9,167
3 BID ANALYST	E	H	P09	102831	\$18.29	2.080		\$35,043	Full Time	33.60%	45%	X	\$17,119	\$5,752
4 BID ANALYST	E	H	P09	120299	\$17.24	2.080		\$35,859	Full Time	33.60%	100%		\$35,859	\$12,048
5 MGR ADMIN OPS	E	S	M06	101074	\$24.04	2.080		\$50,003	Full Time	33.60%	10%	X	\$5,000	\$1,680
6										0.00%			\$0	\$0
7										0.00%			\$0	\$0
8										0.00%			\$0	\$0
9										0.00%			\$0	\$0
10										0.00%			\$0	\$0
11										0.00%			\$0	\$0
12										0.00%			\$0	\$0
13										0.00%			\$0	\$0
14										0.00%			\$0	\$0
15										0.00%			\$0	\$0
16										0.00%			\$0	\$0
17										0.00%			\$0	\$0
18										0.00%			\$0	\$0
19										0.00%			\$0	\$0
20										0.00%			\$0	\$0
21										0.00%			\$0	\$0
22										0.00%			\$0	\$0
23										0.00%			\$0	\$0
24										0.00%			\$0	\$0
25										0.00%			\$0	\$0
26										0.00%			\$0	\$0
27										0.00%			\$0	\$0
28										0.00%			\$0	\$0
29										0.00%			\$0	\$0
30										0.00%			\$0	\$0
31										0.00%			\$0	\$0
32										0.00%			\$0	\$0
33										0.00%			\$0	\$0
34										0.00%			\$0	\$0
35										0.00%			\$0	\$0
36										0.00%			\$0	\$0
37										0.00%			\$0	\$0
38										0.00%			\$0	\$0
39										0.00%			\$0	\$0
40										0.00%			\$0	\$0
41										0.00%			\$0	\$0
42										0.00%			\$0	\$0
43										0.00%			\$0	\$0
44										0.00%			\$0	\$0
45										0.00%			\$0	\$0
46										0.00%			\$0	\$0
47										0.00%			\$0	\$0
48										0.00%			\$0	\$0
49 Anticipated Turnover													\$0	\$0
50 Adjustment to Fringe Benefits													\$0	\$0
51 AU 3% Merit Increase													\$2,782	\$935
52 Shift Differential													\$0	\$0
53 Christmas Bonus - Regular Full Time									Full Time	33.60%			\$1,000	\$336
54 Christmas Bonus - Regular Part Time									Part Time	12.90%			\$2,000	\$258
Totals													\$98,507	\$32,685

Please input these totals on  
 on the Budget Request Form!

Cherokee Nation FY 2017 Comprehensive Budget Narrative

<b>Department/Program</b>	<b>Executive Director</b>		<b>ED Phone #</b>
12 - Commerce Services	Anna Knight		5532
<b>Accounting Unit</b>	<b>Accounting Unit Name</b>		
3755800	SBA Prime		
<b>Program Director/Manager</b>		<b>Pgm Dir/Mgr Phone #</b>	<b>Period Budget Covers</b>
Shay Smith		5534	10/01/2016 - 09/30/2017
<b>FY2016 Budget Approved</b>	<b>FY2017 Budget Request</b>	<b>\$ Increase/(Decrease) Requested – Approved</b>	<b>% Increase/(Decrease) (Request – Approved) / Approved</b>
\$ 225,659	\$ 243,805	\$ 18,146	8.04%
<b>Staffing Plan (FTE)</b>	<b>FY2017</b>	<b>FY2016</b>	<b>Net Change in Staffing</b>
Regular Full-Time	2.09	3.50	(1.41)
Regular Part-Time	-	-	-
Temporary Full-Time	-	-	-
Temporary Part-Time	-	-	-
IPA/MOA/Other	-	-	-
Total	2.09	3.50	(1.41)

**PROGRAM NARRATIVE:**

**Program Description:**

This award will be used to expand existing Small Business Assistance Center (SBAC) training programs. Funds will be used to provide Executive Coaching, Financial Management Coaching, Human Resource coaching, Contract Coaching and Legal Coaching to SBAC loan clients. The intent is to expand the operational capacity of loan clients. This assistance will be for both new entrepreneurs and existing businesses and provide resources and skills for managing and growing their business.

**Service Area:**

Cherokee Nation's 14 county jurisdictional area

**Program Outcomes:**

Growthwheel  
 Certification  
 200  
 Executive Coaching  
 500  
 Financial, HR  
 and Contract  
 200  
 Legal Coaching  
 100

**SIGNIFICANT CHANGES:**

This program is a grant funded loan pool; as loans are made the loan fund depletes. Loan repayments are credited to the commercial and/or consumer loan accounting units (AU 4109030 and AU 4109000) and made available for re-lending.

CHEROKEE NATION AUDIT WORKSHEET

16-Dec-16

COMPONENT NAME: SBA PRIME  
 COMPONENT NUMBER: 3755800  
 GRANT NUMBER: BSBABA-16-PR-0015/0001  
 GRANT PERIOD: 09/30/16 09/29/17  
 GRANT AGENCY: U.S. Small Business Administration  
 ACCOUNTANT: Bonnie Cookson  
 PREPARED BY: Bonnie Cookson  
 REVIEWED BY: Sandra Snell

CFDA No 59.050

GRANT HISTORY	
GRANT PERIOD	TOTAL
New Awards:	
FY17 Award	149,481.00
FY17 Award	149,923.00
<b>TOTAL GRANT AMOUNT</b>	<b>299,404.00</b>
AMOUNT RECEIVED	
FY16	31,686.55
FY17	0.00
<b>TOTAL RECIEPTS</b>	<b>31,686.55</b>
Amount Remaining:	267,717.45
OTHER RECEIPTS	
FY 16 In-kind	38,108.47
FY 16 Cash Match	38,089.00
FY 17 In-kind	0.00
FY 17 Cash Match	0.00
<b>TOTAL OTHER RECEIPTS</b>	<b>76,197.47</b>
EXPENDITURES	
FY 16	225,678.47
FY 17	0.00
<b>TOTAL EXPENDITURES</b>	<b>225,678.47</b>
<b>UNEXPENDED BALANCE</b>	<b>149,923.00</b>
<b>GRANT REC / (PAY)</b>	<b>117,794.45</b>



# NOTICE OF AWARD

**U.S. Small Business Administration**

<b>1. AUTHORIZATION (Legislation/Regulation)</b> Program for Investment in Microentrepreneurs Act of 1999 -		<b>2. Grant/Cooperative Agreement No.</b> SBAHQ-16-PR-0015/0001																																											
<b>3. RECIPIENT: (Name, Organizational Unit, Address)</b> THE CHEROKEE NATION Attn: LACEY HORN <del>XXXXX</del> PO Box 1669  TAHLEQUAH OK <del>XXXXXXXXXX</del> 74465-1669		<b>4. PROJECT PERIOD (Mo./Day/Yr.)</b> From 09/30/2016 Through 09/29/2017	(Mo./Day/Yr.) Through 09/29/2017																																										
<b>8. TITLE OF PROJECT/PROGRAM (limit to 53 spaces)</b> PRIME		<b>9. AWARD AMOUNT</b> Amount of SBA Financial Assistance \$149,923.00																																											
<b>10. DIRECTOR OF PROJECT (Program or Center Director, Coordinator or Principal Investigator)</b> NAME <del>XXXX</del> Smith <del>XXXXXXXX</del> Shay Last First Initial ADDRESS: PO Box 1669 Tahlequah, OK 74465		<b>11. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>BUDGET YEAR</th> <th>TOTAL DIRECT COST</th> <th>BUDGET YEAR</th> <th>TOTAL DIRECT COST</th> </tr> <tr> <td>a.</td> <td style="text-align: center;">\$0.00</td> <td>b.</td> <td style="text-align: center;">\$0.00</td> </tr> </table>		BUDGET YEAR	TOTAL DIRECT COST	BUDGET YEAR	TOTAL DIRECT COST	a.	\$0.00	b.	\$0.00																																		
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a.	\$0.00	b.	\$0.00																																										
<b>12. Approved Budget (Excludes SBA Direct Assistance)</b> <input type="checkbox"/> SBA Funds Only <input checked="" type="checkbox"/> Total project costs including all other financial participation.		<b>13. Remarks (Other Terms &amp; Conditions Attached)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Federal Share</th> <th style="text-align: center;">Non-Federal Share</th> </tr> </thead> <tbody> <tr> <td>a. Personal Service_____</td> <td style="text-align: right;">67,103.90</td> <td style="text-align: right;">62,826.40</td> </tr> <tr> <td>b. Fringe Benefits_____</td> <td style="text-align: right;">22,546.90</td> <td style="text-align: right;">21,109.67</td> </tr> <tr> <td>c. Consultants_____</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>d. Travel_____</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>e. Equipment_____</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>f. Supplies_____</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>g. Contractual_____</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>h. Other_____</td> <td style="text-align: right;">47,868.23</td> <td style="text-align: right;">9,946.42</td> </tr> <tr> <td>i. TOTAL DIRECT COSTS_____</td> <td style="text-align: right;">\$137,519.03</td> <td style="text-align: right;">\$93,882.49</td> </tr> <tr> <td>j. Indirect cost_____</td> <td style="text-align: right;">12,403.97</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>(Rate) 0 % of S &amp; W/TADC</td> <td></td> <td></td> </tr> <tr> <td>k. OTHER APPL. COSTS_____</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>l. TOTAL APPROVED BUDGET</td> <td style="text-align: right;">\$149,923.00</td> <td style="text-align: right;">\$93,882.49</td> </tr> </tbody> </table>			Federal Share	Non-Federal Share	a. Personal Service_____	67,103.90	62,826.40	b. Fringe Benefits_____	22,546.90	21,109.67	c. Consultants_____	0.00	0.00	d. Travel_____	0.00	0.00	e. Equipment_____	0.00	0.00	f. Supplies_____	0.00	0.00	g. Contractual_____	0.00	0.00	h. Other_____	47,868.23	9,946.42	i. TOTAL DIRECT COSTS_____	\$137,519.03	\$93,882.49	j. Indirect cost_____	12,403.97	0.00	(Rate) 0 % of S & W/TADC			k. OTHER APPL. COSTS_____	0.00	0.00	l. TOTAL APPROVED BUDGET	\$149,923.00	\$93,882.49	<b>14. THIS AWARD IS SUBJECT TO THE FOLLOWING COST PRINCIPLES AND OMB UNIFORM ADMINISTRATIVE REQUIREMENTS :</b> <input type="checkbox"/> 2 CFR Part 220 - Cost Principles for Educational Institutions <input type="checkbox"/> 2 CFR Part 225 - Cost Principles for State and Local Governments <input checked="" type="checkbox"/> <del>2 CFR Part 200 - Cost Principles for Non-Profit Organizations</del> <input type="checkbox"/> FAR Subpart 31.2 - Principles for Determining Cost Applicable to Awards with For-Profit Organizations <input type="checkbox"/> 13 C.F.R. Part 143 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments <input checked="" type="checkbox"/> <del>2 CFR Part 215 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations</del> <input checked="" type="checkbox"/> OMB Circular - A - 133 - Audits of States, Local Governments, and other Non-Profit Orgs. <input checked="" type="checkbox"/> OMB 2 CFR Part 200 - Uniform Grant Guidance	
	Federal Share	Non-Federal Share																																											
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<b>15. THIS AWARD IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE</b>																																													
<b>16. CRS - EIN</b> 73-0757033		<b>17. COUNTY NAME</b> Cherokee																																											
<b>18. CONGRESSIONAL DISTRICT NO.</b> <del>XXXX</del> 02		<b>19a. CITY CODE</b> 72100 <b>b. COUNTY CODE</b> 021 <b>c. STATE CODE</b> 40																																											
<b>20a. BUDGET CODE</b> 1616670400503300201604110		<b>20b. DOCUMENT NO.</b> SBAHQ-16-PR-0015 <b>20c. AMT. ACTION FIN. ASST.</b> 1499923																																											
<b>21. AGENCY OFFICIAL (Signature, Name and Title)</b> Wanda Dawson		<b>22. DATE ISSUED (Mo./Day/Yr.)</b> 10/18/2016																																											
<b>23. RECIPIENT OFFICIAL (Signature, Name and Title)</b> Lacey A. Horn, Treasurer <i>Signature for Lacey A. Horn</i>		<b>24. DATE</b> (Mo./Day/Yr.) 10/19/2016																																											



# Cherokee Nation Act/Resolution Proposal Form

## ADMINISTRATIVE CLEARANCE

Dept/Program:

Signature/Initial \_\_\_\_\_ Date \_\_\_\_\_

**Executive Director:**

Signature/Initial \_\_\_\_\_ Date \_\_\_\_\_

**Treasurer:** (Required:  
Grants/Contracts/Budgets)

*[Signature]* \_\_\_\_\_ *1-31-17*  
Signature/Initial \_\_\_\_\_ Date \_\_\_\_\_

**Government Resources:**

Signature/Initial \_\_\_\_\_ Date \_\_\_\_\_

**Administration Approval:**

*[Signature]* \_\_\_\_\_  
Signature/Initial \_\_\_\_\_ Date \_\_\_\_\_

## LEGISLATIVE CLEARANCE:

**Legal & Legislative Coordinator:**

*[Signature]* \_\_\_\_\_ *2/8/17*  
Signature/Initial \_\_\_\_\_ Date \_\_\_\_\_

**Standing Committee & Date:**

*Executive + Finance*  
*2/22/17*

**Chairperson:**

*[Signature]* \_\_\_\_\_  
Signature/Initial \_\_\_\_\_ Date \_\_\_\_\_

**Returned to Presenter:** \_\_\_\_\_

Date \_\_\_\_\_

Act

Resolution

**TITLE:** AN ACT AMENDING LEGISLATIVE ACT #23-16 AUTHORIZING  
THE COMPREHENSIVE BUDGET FOR FISCAL YEAR 2017  
OPERATING – MOD 05 ; AND DECLARING AN EMERGENCY

**DEPARTMENT CONTACT:** Gaylon Thompson

**RESOLUTION PRESENTER:** \_\_\_\_\_

**COUNCIL SPONSOR:** \_\_\_\_\_

## NARRATIVE:

02-10-2017 09:14 AM

02-08-17 P02:16 IN