

General Responsibilities for Maintaining Tribal Trust Account

Daily, or as funds mature, work with the Branch of Investment to advise them of the disposition of funds. Disposition of tribal funds should be received from the agency either in writing or by phone at least one (1) day prior to date to be reported to Albuquerque.

- 2. All documentation for the advancing of funds, either award or regular program funds, should be prepared and typed on the effective date of advancement of funds. Code sheet should be prepared and encoded on the effective date. Documentation should be mailed to Albuquerque on the date of the advance. Advances made during the last week of the month should be telefaxed to Albuquerque.
- 3. Prior to advancing any award funds approval must be received from the Office of Trust in Central Office. Advancing of award funds will be in accordance with Central Office memorandum dated May 11, 1983.
- 4. The input register is to be checked daily to assure all information is being encoded into the finance system correctly.
- 5. Treasury balances on all operating accounts are to be checked twice monthly (first and last week of the month) to assure no large amounts of monies are sitting in Treasury unless funds have been verified to be available for advancing to the tribe.
- 6. As soon as the Allotment Status Reports and the Status of Trust Funds Reports are received they are to be reconciled to assure that the expenditures and authorizations are correct as shown on the reports. Total receipts for the month should be verified with the collection officer as correct with the Summary of Trust Report.
- 7. Any errors detected are to be corrected during the current month and rechecked the following month for assurance that the correction has been made.