

**LOW MOUNTAIN CHAPTER  
GENERAL ACTIVITY FUND  
POLICY AND PROCEDURES  
[REVISED – 10/30/2023]**

**I. ESTABLISHMENT:**

The Low Mountain Chapter hereby establishes this Policy and Procedures to regulate and provide guidance in the expenditure of available Chapter Activity Fund.

**II. PURPOSE:**

The General Activity Fund Policy and Procedures is hereby established to provide a comprehensive and an acceptable internal control system to adequately account for all revenues received for resale and services, and to meet various governmental compliance requirements to maintain accountability.

**III. POLICIES:**

- A. The Chapter shall have an approved budget before any type of expenditure from the General Activity Fund Account.
- B. The Chapter shall provide financial assistance toward burial expense, provide funds to purchase office/operating supplies, payment for chapter bank service fee and any other miscellaneous expenses.
- C. All incoming revenues shall be re-budgeted back into food supplies, back services fees, burial assistance, office supplies, operating expenses and all others shall require an approved budget transfer request.
- D. The following criteria shall apply for any financial assistance:
  - 1. The requesting party shall be a registered member of the Low Mountain Chapter one year prior to request.
  - 2. All requests for financial assistance shall be made on a standard Financial Assistance Request Form with supporting and required documents.
  - 3. All financial assistance requests shall be approved or disapproved by the Community Services Coordinator.
- E. The following criteria shall apply for the following purchase and/or for other chapter purchases:
  - 1. Shall provide quotation from three reliable vendors to purchase any office, operating or food supplies.
  - 2. Shall provide original invoice(s) or any supporting documents to pay for other miscellaneous expenses for the Chapter.
  - 3. In case of Burial Assistance, the decease should have been registered with Low Mountain Chapter.
  - 4. All request shall be approved or disapproved by the Community Services Coordinator.

**IV. PROCEDURES:**

- A. Requesting Party shall pick up, complete, and submit application supporting documentation for assistance to the Account Maintenance Specialist.
- B. Account Maintenance Specialist shall review all applications for completeness, availability of funds and forward the applications to the Community Services Coordinator for consideration.
- C. Base on availability of funds, the Community Services Coordinator shall either approve or disapprove the request.
- D. Account Maintenance Specialist shall file documents in accordance to the Chapter's Records Management Policies and Procedures.
- E. Account Maintenance Specialist shall post all transactions or expenditures to the appropriate accounting records and ledgers.

**V. AMENDMENT:**

The Low Mountain Chapter shall strictly abide and comply with set Policy and Procedures unless otherwise changes or amendments have been made to the General Activity Fund Policy and Procedures. This process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called Chapter Planning Meeting.

**C-E-R-T-I-F-I-C-A-T-I-O-N**

We, hereby, certify that the foregoing Policy and Procedures was duly considered at a duly called Low Mountain Chapter, Chapter Meeting in Low Mountain, Navajo Nation, Arizona at which a quorum was present and that same was passed by a vote of 11 in favor, 0 opposed, and 04 abstained, on this 13 day of November, 2023.

Motion By: Clara Tsosie

Second By: Mae Yazzie

[Signature]  
Ben Gonnig, Chapter President

[Signature]  
Roger B. George, Chapter Vice President

[Signature]  
Rose Ann Charley, Chapter Secretary/Treasurer