



EXECUTIVE ORDER NO. 02-2011

**EXECUTIVE SUPPLEMENTAL BUDGET REQUEST PROCESS –
THE NAVAJO NATION’S EXECUTIVE BRANCH DIVISIONS AND
PROGRAMS ARE REQUIRED TO BE FISCALLY RESPONSIBLE AND
ACCOUNTABLE; IN ORDER TO MAXIMIZE RESOURCES AND SERVE
THE NAVAJO PEOPLE TO THE BEST OF ITS ABILITY.**

October 24, 2011

WHEREAS:

1. Fiscal Responsibility and Accountability are one of this Administration's priorities. In order to ensure that all Executive Branch divisions and programs understand and maintain compliance with this priority, this order highlights the expectation of Programs' responsibility, and outlines the procedures expected of Supplemental Budget Requests, and all other similar requests.
2. The Navajo Nation has more unmet needs than funding available. Because the Nation cannot meet the entire financial need, it is necessary to prioritize and limit programs' supplemental budget requests. The President's support will not be provided if programs are not attending to fiscal accountability, such as:
 - a. Outstanding Audit findings/deficiencies. It is necessary for the Nation's programs to do an extensive evaluation of its current finances. If programs have audit findings/ deficiencies that have been identified, it is imperative the audit findings/ deficiencies are corrected.

- b. Proper planning and spending. It is important that programs properly spend through out the year. Proper financial planning should curtail last minute spending at the end of the fiscal year.
 - c. Correct and Timely Reporting. It is necessary that Navajo Nation programs report correctly and in a timely manner to grantors, in order to ensure proper reimbursements to the Navajo Nation.
3. It is expected for all Executive Branch programs to be fiscally responsible and accountable to the Navajo Nation and its people.

IT IS ORDERED THAT:

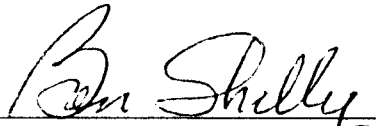
1. All requests will follow the Executive Signature Approval Sheet process (SAS). When the Office of the President/Vice-President receives the SAS it will be reviewed by Legal Counsel for legal sufficiency and then forwarded to the President and/or designee(s) for consideration, prioritization, and possible recommendation.
2. No supplemental requests will be forwarded to the President unless it is in compliance with the Navajo Nation Appropriations Act, 12 N.N.C. § 820 (L) and Budget Instruction and Policies Manual, section VIII (B) and (C). Divisions and programs should review these requirements. Further:
 - a. Notice must be provided by the Controller that additional funding is available for supplemental appropriations.
 - b. Before the supplemental budget is presented before Oversight Committees and Budget and Finance Committee, it is required to be reviewed by the President or designee(s) for priority.
 - c. Supplemental budget requests should only fund the remaining portion of the fiscal year, non-recurring expenses only.
3. Supplemental budget requests will be reviewed bi-monthly by the President or designee(s).

THEREFORE BE IT RESOLVED, THAT:

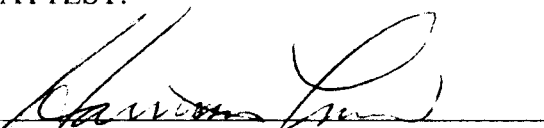
I, Ben Shelly, President of the Navajo Nation, by the authority vested in the Office of the President pursuant to 2 N.N.C. §§ 1005 (A) and (C)(14), hereby direct this Executive Order shall

become effective immediately, to be binding upon Navajo Nation Executive Branch directors, employees, and agents, and to be subject to enforcement under the Navajo Nation Personnel Policies Manual.

Executed this 27th day of October, 2011.


Ben Shelly, President
THE NAVAJO NATION

ATTEST:


Harrison Tsosie, Attorney General
NAVAJO NATION DEPARTMENT OF JUSTICE