

FY 2022

**THE NAVAJO NATION
PROGRAM BUDGET SUMMARY**

**Page 1 of 11
BUDGET FORM 1**

PART I. Business Unit No.: <u>1XXXXX</u>		Program Title: <u>Program/Department Title</u>		Division/Branch: <u>Division Name/Branch</u>	
Prepared By: <u>Individual's Name</u>		Phone No.: <u>(928) 871-XXXX</u>		Email Address: <u>(928) 871-XXXX</u>	

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
General Funds	10/1/21 - 9/30/22	498,336	69%					
Indirect Cost Recovery	10/1/21 - 9/30/22	124,000	17%	2001 Personnel Expenses	1	372,698	375,027	2,329
External Funds	10/1/21 - 9/30/22	90,821	13%	3000 Travel Expenses	1	18,000	20,394	2,394
FY22 GWA Allocation	10/1/21 - 9/30/22	7,468	1%	3500 Meeting Expenses	1	95,000	103,200	8,200
				4000 Supplies	1	10,175	9,900	(275)
				5000 Lease and Rental	1	15,000	16,200	1,200
				5500 Communications and Utilities	1			0
				6000 Repairs and Maintenance	1	4,500	4,200	(300)
				6500 Contractual Services	1	70,000	64,000	(6,000)
				7000 Special Transactions	1	41,869	7,883	(33,986)
				8000 Public Assistance	1	4,000	13,000	9,000
				9000 Capital Outlay	1	28,000	16,000	(12,000)
				9500 Matching Funds	1			0
				9500 Indirect Cost	1			0
				TOTAL		\$659,242	629,804	(29,438)
				PART IV. POSITIONS AND VEHICLES				
						(D)	(E)	
				Total # of Positions Budgeted:		4	4	
				Total # of Vehicles Budgeted:		2	1	
TOTAL:		\$720,625	100%					

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

SUBMITTED BY: _____ <div align="center">Program Manager's Printed Name</div> _____ <div align="center">Program Manager's Signature and Date</div>	APPROVED BY: _____ <div align="center">Division Director / Branch Chief's Printed Name</div> _____ <div align="center">Division Director / Branch Chief's Signature and Date</div>
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FY 2022

**THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA**

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BUDGET FORM 2**

PART I. PROGRAM INFORMATION:

Business Unit No.: 1XXXXX

Program Name/Title: (Per Plan of Operation)

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

NABIJY-39-14 - The purpose of the Office of Navajo Tax Commission shall be to provide professional management, training, technical expertise, supervisory and administrative support in the administration of all Navajo Nation taxes.

PART III. PROGRAM PERFORMANCE CRITERIA:

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

1. Goal Statement:

ACCOUNTING: Administer and collect tax revenue generated by the nine Navajo taxes.

Program Performance Measure/Objective:

Meet the FY 2022 tax revenue projection of \$108 million.

\$34 M		\$20 M		\$34 M		\$20 M	
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2. Goal Statement:

COMPLIANCE: Perform 2,500 desk audits per quarter for (9) types of taxes.

Program Performance Measure/Objective:

To enforce the Uniform Tax Administration Statute, Sections 101-141.

2,500		2,500		2,500		2,500	
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3. Goal Statement:

AUDIT: Perform extensive field audit on (16) taxpayers.

Program Performance Measure/Objective:

To enforce the Uniform Tax Administration Statute, Sections 101-141.

3		5		5		3	
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4. Goal Statement:

LEGAL: Continue to work with taxpayers in opening, hearing and closing appeals.

Program Performance Measure/Objective:

To consistently apply and practice a fair tax appeals process.

15		15		15		15	
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5. Goal Statement:

VALUATION: To value oil and gas leases, coal leases, rights of way and business site leases.

Program Performance Measure/Objective:

To properly administer and determine lease value applicable to the Possessory Interest Tax.

10		21		287		316	
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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

Program Manager's Printed Name

Division Director/Branch Chief's Printed Name

Program Manager's Signature and Date

Division Director/Branch Chief's Signature and Date

THE NAVAJO NATION
LISTING OF POSITIONS AND ASSIGNMENTS BY BUSINESS UNIT

Shirley J. J. J.
DPM Certified 07/02/2021
Date

DPM SAMPLE COPY

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WORK SITE	FY 2021 ACTUAL			FY 2022 PROPOSED		
						G/S	H/R	SALARY	HOURS	BUDGET PERIOD	BUDGET

100001 - BUSINESS UNIT DESCRIPTION

1001	912345	1235	Program Manager I	VACANT	WIN	BJ67A	27.10	56,584.80	2,088	10/01/2021	09/30/2022	56,585.00
1002	923456	1260	Administrative Assistant	499999	WIN	BJ62F	20.51	42,824.88	2,088	10/01/2021	09/30/2022	42,825.00
1003	934567	1365	Senior Office Specialist	VACANT	WIN	BJ60A	15.17	31,674.96	2,088	10/01/2021	09/30/2022	31,675.00
1004	945678	1366	Office Specialist	499998	WIN	BJ58C	13.58	28,355.04	2,088	10/01/2021	09/30/2022	28,355.00

2110 - SUBTOTAL: \$ 159,440.00

BUSINESS UNIT TOTAL: \$ 159,440.00

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4**

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: _____ 1XXXXX
PART II. DETAILED BUDGET:				
(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)
	2001 PERSONNEL EXPENSES			375,027
	Employee salary, Farm board stipend, fringe benefits, salary adjustments and merit payment for eligible personnel.			
2110	Regular			
	.2120	Four (4) Regular positions Full-Time/Cost Shared positions 159,440	159,440	
2200	Salary Adjustment			
	.2220		2,622	
		Step Increases for eligible employees		
		1001 Program Manager I = .43 x 1,264 = 544		
		1002 Adminisitrative Assistant = 0.84 x 2088 = 1,754		
		1003 Sr. Office Specialist = 0.31 x 1044 = 324		
2450	Stipend-Boards,Committees		129,000	
	.2460			
		Chinle: 6 Farm board members x \$250 x 12 = 18,000		
		Ft. Defiance: 15 Farm board members x \$250 x 12 = 45,000		
		Northern: 13 Farm board members x \$250 x 12 = 39,000		
		Western: 9 Farm board members x \$250 x 12= 27,000		
2710	Merit Bonus		1,000	
	.2720	Merit Bonus 1,000		
2900	Fringe Benefits		82,965	
	.2900	Regular 159,440 x 43.38% 69,165		
	.2900	Salary Adjustment 2,622 x 43.38% 1,137		
	.2900	Boards/Committee 129,000 x 9.48% 12,229		
	.2900	Merit Bonus 1,000 x 43.38% 434		
TOTAL			375,027	375,027

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4**

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: 1XXXXX
PART II. DETAILED BUDGET:				
(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)	
	3000 TRAVEL EXPENSES		20,394	
	Monthly mileage and fleet rental. Meals, lodging and air fare directly related to program business and other miscellaneous travel expenses.			
3110	Fleet	6% Sales Tax	Total:	8,408
.3111	Monthly/Perm: (Group A, Class XIII Sedan) 431 x 12 mos. =	\$5,172	310	5,482
.3113	Mileage: (Group A, Class XIII Sedan) 1,000 mi. x .23 x 12 mos. =	\$2,760	166	2,926
3210	Vehicle Rental		422	
.3220	Vehicle Rental (off reservation)	\$422.00		
3230	Travel Expenses (CONUS rates are available Jan 1st)		9,564	
.3240	Meals: \$61/Day x 2 days/week x 10 weeks for 3 staff	\$3,660.00		
.3250	Lodging: \$96/Night x 1 night/week x 10 weeks for 3 staff	\$2,880.00		
.3260	POV Mileage: @ 2,650 miles x 0.575	\$1,523.75		
.3290	Other Incidental Travel Expense	\$1,500.00		
3310	Air		2,000	
.3320	Commercial Air	\$1,000.00		
.3330	Charter/Internal	\$1,000.00		
	3500 MEETING EXPENSES		103,200	
	Navajo Nation Farm Board to be paid \$100 twice a month for mileage			
3810	Meetings		103,200	
.3813	Chinle: 6 Farm board members x \$100 x 24=	\$14,400		
	Ft. Defiance: 15 Farm board members x \$100 x 24 =	\$36,000		
	Northern: 13 Farm board members x \$100 x 24=	\$31,200		
	Western: 9 Farm board members x \$100 x 24=	\$21,600		
TOTAL		123,594		123,594

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4**

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: _____ 1XXXXX
PART II. DETAILED BUDGET:				
(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 SUPPLIES		9,900	
	Desktop supplies, folders, envelopes, pens, pencils. Power Point projector, laptops and partitions. Computer/Xerox toner cartridges. Printing of manuals, brochures, binding, photocopying and publication subscription. Purchase vehicle parts (tires, tubes, etc.).			
4120	Office Supplies	3,000		
.4130	General Office Supplies \$3,000.00			
4200	Non Capital Assets	900		
.4210	Non-Cap Furniture & Equipment \$900.00 Three (3) scanners @300 each			
4410	Operating Supplies	4,000		
.4420	General Operating Supplies \$2,480.00			
.4440	Non-Cap Computer Software \$600.00			
.4450	Postage, Courier Shipping: \$25 per quarter \$100.00			
.4450	Postage, Courier Shipping: \$120 annual box rental \$120.00			
.4530	Printing/Binding/Photocopying \$500.00			
.4540	Books/Periodicals/Subscriptions: 2 @ 100/year \$200.00			
4610	Supplies	2,000		
.4630	Tires & Tubes \$2,000.00			
	5000 LEASE & RENTAL		16,200	
	Office space lease for 12 months. Rental of meeting room and media equipment for committee, work sessions and special meetings. Rental of booth space for the NN Fair.			
5110	Building (Lease)	12,000		
.5120	Office Space: Lease with XYZ Center @ \$1,000/mo x 12 mos. \$12,000.00			
TOTAL		21,900	26,100	

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4**

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: _____ 1XXXXX
PART II. DETAILED BUDGET:				
(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)	
5000 LEASE & RENTAL (con't)				
5310	Building/Space (Rental)	2,300		
.5320	Meeting Space: Quarterly meetings @ \$100 per quarter \$400.00			
.5330	Storage Space: \$75 per month x 12 months \$900.00			
.5340	Booth/Trade Show Rental \$1,000.00			
5360	Equipment/Supplies	1,900		
.5370	Equipment Rental: 1 Xerox Copier Rental (BIZHUB C35) x \$75.00/mo x 12 mos. \$ 900.00			
.5370	Equipment Rental: Rent backhoe equipment, etc. \$ 1,000.00			
6000 REPAIRS & MAINTENANCE			4,200	
Annual repair & maintenance fees for furniture, equipment and computer upgrade hardware.				
6110	Supplies	2,000		
.6120	Furniture & Equipment R&M Supplies \$2,000.00			
6130	Services	1,200		
.6140	Furniture & Equipment R&M SERVICES \$1,200.00			
	1 XEROX Copier Maintenance (BIZHUB C35) x \$100/mo x 12 mos.			
6300	Technology	1,000		
.6320	Software Support 4 employees x \$250 \$1,000.00			
6500 CONTRACTUAL SERVICES			64,000	
Professional Services for various program initiatives. Contractual services for specialized services.				
6520	Consulting	20,000		
.6530	Fees: \$80 per hour x 187.50 hrs. \$15,000.00			
.6540	Expenses: Estimated. \$5,000.00			
TOTAL		28,400	68,200	

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4**

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: 1XXXXX
PART II. DETAILED BUDGET:				
(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)	
	6500 CONTRACTUAL SERVICES (con't)			
6660	Attorneys	44,000		
.6670	Fees: Specialized Service Fees x \$8,000/quarter x 4 quarters	\$32,000.00		
.6680	Expenses: Estimated at \$3,000 per quarter x 4 quarters.	\$12,000.00		
	7000 SPECIAL TRANSACTIONS			7,883
	Promote and advertise program's initiative. Gifts and awards to be presented to employees. Catering and refreshments for dept. special events.			
	Print advertising and employee training fees. Required insurance premiums.			
7110	Programs	1,850		
.7130	Promotional Items	\$250.00		
.7140	Gifts & Awards	\$1,000.00		
.7180	Catering	\$500.00		
.7190	Refreshments	\$100.00		
7410	Media	1,000		
.7440	Print Advertising: Annual Advertised, estimated:	\$1,000.00		
7510	Training and Professional Dues	1,140		
.7520	Training/Registration: 3 Registration Fees X 250 ea.	\$750.00		
.7550	Mandatory Professional Dues: 3 Dues x \$130 annually	\$390.00		
TOTAL		47,990		7,883

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**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

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BUDGET FORM 4**

PART I. PROGRAM INFORMATION:				
Program Name/Title: _____		Program/Department Title _____		Business Unit No.: _____ 1XXXXX
PART II. DETAILED BUDGET:				
(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)	
	7000 SPECIAL TRANSACTIONS (con't)			
7710	Insurance Premiums	3,893		
	.7720 Property - Contents \$50,000 / 1,000 x 0.71 = \$35.50			
	.7730 Property - Contractors Equip \$25,000 / 1,000 x 0.71 = \$17.75			
	.7740 Vehicle - Auto Liability \$137.38			
	.7750 Vehicle - Auto Physical Damage (under 1 ton) = \$161.97			
	.7765 Policy Payment (General Liability) \$375,027 / 100 x 0.25 = \$937.57			
	.7766 Deductible: Vehicle under 1 ton \$500.00			
	.7767 Workers Comp (less fringe) \$292,062/ 100 x 0.72 = \$2,102.85			
	Total: \$3,893.00			
	8000 ASSISTANCE			13,000
	For Housing Assistance to eligible clients, and other chapter projects.			
8500	Infrastructure	13,000		
	.8510 Housing Construction Materials \$8,000.00			
	.8555 Chapter Projects \$5,000.00			
	9000 CAPITAL OUTLAY			16,000
9140	Equipment	16,000		
	.9142 Equipment - Purchase copier machine. \$16,000.00			
TOTAL		32,893		29,000

FY 2022

THE NAVAJO NATION
SUMMARY OF CHANGES TO BUDGETED POSITIONS

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BUDGET FORM 5

PART I. PROGRAM INFORMATION:								
Program Name/Title: _____ Program/Department Title _____					Business Unit No.: _____ 1XXXXX _____			
PART II. PERSONNEL/POSITION CHANGES:								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Type of Change	Sub Acct Object Code	Position Number	Job Type / Class Code	Position Title	Employee ID No. or Vacant	Salary	Fringe Benefit	Total (Col. G + H)
RIF	1004	657843	1961	Senior Planner	62735	47,878	20,769	68,647
								-
								-
								-
								-
								-
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PAGE TOTAL:						47,878	20,769	68,647

FY 2022

THE NAVAJO NATION
EXTERNAL CONTRACT AND GRANT FUNDING INFORMATION

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BUDGET FORM 6

PART I. PROGRAM INFORMATION:		Funding Period: _____			
Program Name/Title: _____ Programs/Department Title		K #: _____ 1XXXXX/KXXXXX			
Contract/Grant No.: _____ CXXXXXX		Prepared by: _____ Program Contact Person re: Budget			
PART II. PURPOSE OF FUNDING AND MATCH FUNDS REQUIREMENT Brief statement of the purpose for which funds are received and, if matching, what the funds match requirements are.					
PART III. BUDGET INFORMATION:					
(A)		(B)	(C)	(D)	
Major Object Code and Description		Current Award Fiscal Year 2021	Anticipated Funding Fiscal Year 2022	Difference Columns (C) - (B)	
2001	Personnel Expenses	112,085	101,152	(10,933.00)	
3000	Travel Expenses	14,180	6,208	(7,972.00)	
3500	Meeting Expenses				
4000	Supplies	5,128	497	(4,631.00)	
5000	Lease and Rental				
5500	Communication and Utilities				
6000	Repairs and Maintenance				
6500	Contractual Services				
7000	Special Transaction	3,946	948	(2,998.00)	
8000	Assistance				
9000	Capital Outlay				
9510	Matching - Cash	(29,684)	(30,274)	(590.00)	
9610	Matching - In - Kind				
9710	Indirect Cost (Overhead) Allocation		12,290	12,290.00	
TOTALS:		105,655	90,821	(14,834.00)	
PART IV.		MATCH FUNDS - No. of Positions:	2	1	(1.0)
MATCH FUNDS - Required GF Cash Match:		29,684	30,274	590.00	
CONCURRED BY:		Required GF In-Kind Match:	4,151	(4,151.00)	
Contracting Officer's Signature / Date: _____		Required GF % Match:	28%	25%	(0.03)
PART V. ACKNOWLEDGEMENT:					
Submitted by (print): _____ Program Manager		Approved by (print): _____ Division Director			
Signature/Date: _____ /S/		Signature/Date: _____ /S/			