



Beneficiary Process Program Evaluation
18-001T CY Justin's Rancheria

Hello Tweety Bird - Tribal Employee

My Workspace
Status - All

- All Years
- 2018
 - 18-001T CY Justin's Ranch
 - Acquisition & Disposals
 - Agriculture
 - Appraisals
 - Beneficiary Process Program**
 - Business Leases
 - Forestry
 - Grazing
 - Information Technology
 - Land Title and Records C
 - Oil & Gas
 - Probate
 - Residential Leases
 - Rights-of-Way
 - Sand & Gravel
 - Supervised Accounts

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All Assessments

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Evaluation	Required Documents	Response	Upload Required	Comment
?	Question			
1	Do tribal employees have access to Trust Asset & Accounting Management System (TAAMS) at the Tribe's location for this particular program?			Click to add comments
1a	If no, please explain how the Tribe determines land ownership.			Click to add comments
2	Does the Tribe record all beneficiary contacts such as walk-ins, faxes, mail, and phone calls and documenting them in Service Manager? (BPP MOU Section III.B.3)			Click to add comments
2a	If no, please explain.			Click to add comments
3	Do you utilize an internal control to help ensure accuracy in the processing of trust transactions? (e.g. policy, checklist, desk operating procedures) (25 CFR §1000.355(d)(7))			Click to add comments
3a	If yes, please upload what is utilized.		Yes	Click to add comments
3b	If no, please explain how the Tribe ensures accuracy in the processing of trust transactions.			Click to add comments
4	Do you maintain originals/copies of all processed/approved documents? (25 CFR §1000.355(d)(7))			Click to add comments
4a	If no, please explain.			Click to add comments
5	Are key duties and responsibilities divided or segregated among different people to reduce the risk of error, waste, or fraud, i.e., conflicts of interest, no one person is allowed to control all key aspects of a transaction? (25 CFR §1000.355(d)(7))			Click to add comments

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5a If no, please explain.			Click to add comments
6 Do you have a policy that establishes the timeframes for the processing of trust transactions? (25 CFR §1000.355(d)(7))			Click to add comments
6a If yes, please upload a copy.		Yes	Click to add comments
6b If no, please explain.			Click to add comments
7 Do you utilize Bureau of Indian Affairs (BIA) handbooks for policies & procedures in managing this function/program? (25 CFR §1000.355(d)(7))			Click to add comments
7a If no, has the Tribe developed its own policies and procedures?			Click to add comments
7a1 If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments
7b If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments
8 Do you preserve, protect, and manage all fiduciary trust records created and/or maintained by the Tribe during management of trust programs? (BPP MOU Section III.E.1.a)			Click to add comments

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8a If yes, please explain.			Click to add comments
9 Is there a policy and/or procedure that restricts trust records so that only authorized personnel have access to them? (25 CFR §100.355(d)(7))			Click to add comments
9a If yes, upload a copy.		Yes	Click to add comments
9b If no, please explain.			Click to add comments
10 Are you aware of any instances of fraud, waste or abuse?			Click to add comments
11 Where the Tribe is processing Disbursement requests, do they ensure all required documentation is forwarded to an OST Official / Fiduciary Trust Officer (FTO) for approval and processing?			Click to add comments
11a If no, please explain.			Click to add comments
12 Do you ensure thresholds for approval authority on disbursements are met (i.e., \$10,000 for IIM Account Technicians, \$100,000 for Trust Accountants and up to \$1,000,00 by FTO)?			Click to add comments
12a If no, please explain.			Click to add comments
13 Does the Tribe maintain a manual/electronic Routine File Maintenance (RFM) log to track transactions submitted for processing to OST Trust Services, other than the Control Log in Sharepoint?			Click to add comments
14 Are all RFM transactions entered in Service Manager?			Click to add comments

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14 Are all RFM transactions entered in Service Manager?			Click to add comments
15 Are receipts that have been rejected and are appearing on the "Reject Log", resubmitted timely? (25 CFR §1000.355(d)(7) and MOU)			Click to add comments
15a If no, please explain.			Click to add comments
16 Does the Beneficiary Process Program (BPP) Tribal employee receive payments, in cash or check, for any Trust transactions? (25 CFR §1000.355(d)(7) and MOU)			Click to add comments
16a If yes, please explain process.			Click to add comments

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