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Question	Response	Upload Required	Comment
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 Do you maintain a log to document every transaction? (25 CFR §1000.355(d)(7))			Click to add comments
2a If yes, please upload log of approved transactions within scope of review.		Yes	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 Is Secretarial approval obtained for all trust transactions? (25 CFR §162.338)			Click to add comments
4a If no, under what authority are the trust transactions approved. Upload supporting documentation (e.g. Hearsh Act)		Yes	Click to add comments

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Evaluation	Required Documents	Response	Upload Required	Comment
5 <small>25 CFR §1000.355(d)(7)</small>	Do you maintain originals/copies of all processed/approved documents? (25 CFR §1000.355(d)(7))			Click to add comments
5a	If no, please explain.			Click to add comments
6 <small>25 CFR §1000.355(d)(7)</small>	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
6a	If no, please explain.			Click to add comments
7 <small>25 CFR §1000.355(d)(7)</small>	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
7a	If yes, upload a copy.		Yes	Click to add comments
7b	If no, please explain.			Click to add comments
8 <small>25 CFR §1000.355(d)(7)</small>	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
8a	If no, has the Tribe developed its own policies and procedures?			Click to add comments
8a1	If yes, please upload Tribe's policies and procedures.		Yes	Click to add comments

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Residential Leases Evaluation
18-001T CY Justin's Rancheria

Hello Tweety Bird - Tribal Employee

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9 <small>25 CFR §1000.355(d)(7)</small> Do you preserve, protect, and manage all fiduciary trust records created and/or maintained by the Tribe during management of trust programs? (25 CFR §1000.355(d)(7), MYFA Trust Programs Section - Trust Records Management)			Click to add comments
9a If yes, please explain.			Click to add comments
10 <small>25 CFR §150.6</small> Are trust transactions submitted to the Land, Title, & Records Office (LTRO) to be recorded? (25 CFR §150.6)			Click to add comments
10a If yes, does the Tribe or the BIA send trust transactions to the LTRO?			Click to add comments
11 <small>25 CFR §1000.355(d)(7)</small> Is there a policy and/or procedures that restricts trust records so that only authorized personnel have access to them? (25 CFR §1000.355(d)(7))			Click to add comments
12 Are you aware of any instances of fraud, waste or abuse?			Click to add comments
13 <small>25 CFR §162.322</small> Is a Fair Market Value Appraisal or waiver utilized for every transaction? (25 CFR §162.322)			Click to add comments
13a If no, please explain.			Click to add comments
14 <small>25 CFR §§162.324(d)(5)(i)</small> Does tribal staff send out notifications to direct pay lessee(s) to make payment(s) to the lockbox instead of the decedent? (25 CFR §§162.324 (c)(5)(i))			Click to add comments
14a If no, please explain.			Click to add comments

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12 Are you aware of any instances of fraud, waste or abuse?			Click to add comments
13 25 CFR §162.322 Is a Fair Market Value Appraisal or waiver utilized for every transaction? (25 CFR §162.322)			Click to add comments
13a If no, please explain.			Click to add comments
14 25 CFR §5162.224(d)(5)(B) Does tribal staff send out notifications to direct pay lessee(s) to make payment(s) to the lockbox instead of the decedent? (25 CFR §§162.324 (c)(5)(II))			Click to add comments
14a If no, please explain.			Click to add comments
15 25 CFR §162.339 25 CFR §162.340(b) Do you have an approved National Environmental Policy Act (NEPA) document or decision document for each trust transaction (Environmental review)? (25 CFR §162.339 and 162.340(b))			Click to add comments
16 25 CFR §162.365 Have there been any lease violations? (25 CFR §162.365)			Click to add comments
16a If yes, please explain the violation and the action taken.			Click to add comments

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