

Stockbridge-Munsee Community

BURIAL FUND POLICY

Approved by Tribal Council: May 18, 2010

Policy: As funding allows, a Tribal member Burial Fund Policy is established to assist families with expenses relating to funerals, burials, etc. of Tribal members.¹ Current funding available to assist families is \$5,000.00, provided the applicants meet the requirements of this Policy.

Enrollment Department: All inquiries for Tribal member burial funds shall be directed to the Enrollment Department. All applications must be submitted within six months of the Tribal member's death. The Enrollment Department shall assist the applicant with the process and completing the application, if necessary.

1. The Enrollment Department shall verify that the application's named deceased was an enrolled member of the Stockbridge-Munsee Community.
2. The applicant must provide a certified death certificate to the Enrollment Department as proof of the Tribal member's death.
3. The Enrollment Department shall inform the applicant that upon approval by the Tribal Treasurer, Stockbridge-Munsee burial funds will be paid to the funeral home, decedent's estate, surviving spouse, offspring or other family members in this priority. If there is some uncertainty by the Tribe as to which entity or person should be paid, a Legal opinion should be sought prior to any payment being made. The Tribal Treasurer will make the final decision regarding payment if there is uncertainty as to which entity or person should be paid.
4. If the Enrollment Department determines that the application's Tribal member is deceased, the Enrollment Department shall certify that the Tribal member is deceased, complete and sign a purchase order indicating who should be the recipient of the burial fund, and forward the certification and purchase order on to the Tribal Treasurer.

Tribal Treasurer:

1. The Tribal Treasurer shall review the certification and purchase order, and if everything is complete, the Treasurer shall sign the purchase order. The Tribal Treasurer shall also sign a letter directing the financial institution to release the burial trust funds to the named entity on the purchase order.
2. The Tribal Treasurer shall forward the certification, purchase order and letter to the Administrator of Finance.

Administrator of Finance:

1. Upon receipt of the certification, purchase order and letter to the financial institution, the Director of Finance shall contact the financial institution and forward the appropriate documentation to the financial institution.
2. On a monthly basis, the Administrator of Finance shall reconcile the statement from the financial statement with the Tribe's records regarding the burial trust account.

Investments:

The Burial Trust Funds shall be invested in accounts approved by the Tribal Council. The Administrator of Finance and Tribal Treasurer shall periodically review the performance of the burial trust account and the investment strategy, and make reasonable changes to the investment accounts.

¹ Prior to adoption of this Policy, the Tribe operated under a one page document signed by Tribal Treasurer on
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