

Summit Lake Paiute Tribe
Special Training Council Meeting
Thursday, September 16, 2016
Primary Administrative Office, Sparks, Nevada

SF-425 Special Training meeting of Friday, September 16, 2016 at 6:00 pm.

PRESENT: Chairwoman, Page Linton; Vice-Chairwoman, Randi DeSoto; Secretary/Treasurer, Celina Gonzalez; Council Member, Jerry Barr; Council Member, Eugene Mace and Finance Director, Linda Quinn.

Ms. Quinn handed out the training materials: Welcome Sheet, Blank SF-425, five (5) pages of instructions on filing a SF-425, two (2) examples of a completed SF-425 with a budget summary budget expense report.

Ms. Quinn went over the Welcome sheet and discussed in detail the following:

- What is the purpose of the SF-425
- When is it due
- What information is needed to complete the SF-425
- How to prepare an SF-425. Ms. Quinn reviewed with the council the five pages of instructions adding in her own words an explanation of what goes where.
- Who signs the SF-425
- Where to send it
- Where to file it and disburse copies to Department Directors

Ms. Quinn reviewed with the Council the two examples of the SF-425 prepared and explained the information and where it came from on the attached summary budget expense printout.

When all questions were answered, Ms. Quinn handed out a SF-425 test. Council was given a blank SF-425 and a list of program information with which they were instructed to fill out the blank SF-425 to reinforce the skills they had just reviewed. The Council completed the fictitious SF-425 which was then reviewed by the group.

Ms. Quinn thanked the Council for allowing her to give the training and for their willingness to attain a better understanding of the information listed on the SF-425, and Quarterly Reporting regulations.

Stipend money for this training meeting should come from Consolidated, Fund 101. The Council thanked Ms. Quinn for the training and adjourned the meeting at 7:45pm.

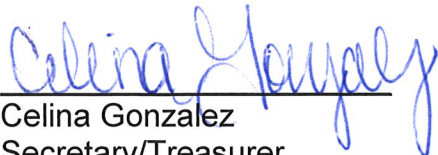
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CERTIFICATION

I, **Celina Gonzalez**, Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the September 16th 2016, Council Meeting were approved by the Council during a duly held meeting on October 15, 2016 at which there was a quorum present, and the Council voted:

3 - FOR 0 - AGAINST 0 -ABSTAINING, Acting Chairperson Page Linton did not vote because there was not a tie vote.

Date



Celina Gonzalez
Secretary/Treasurer
Summit Lake Tribal Council