

Alakanuk Activity Report

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General Information:

In late February, RUBA staff traveled to Alakanuk to review the training provided to the City staff on QuickBooks Pro and observe their operation of the system. Staff found that two files had been setup with the City's accounts. The main file had been set up to help the staff with the just payroll and the cash disbursements. The other file (or company) had been setup to do the billing for utility services. There was no budget entered, no memorized reports and no memorized invoices for customers. Although there were classes setup in the file, there were numerous entries of unclassified Income and Expenses. RUBA staff assisted the Clerk and Bookkeeper in customizing and memorizing report. We discussed how to use the classes to create reports in which all payroll expenses were listed under the appropriate departments.

Observations and Recommendations:

Finances — Collection of water and sewer utility bills continues to be excellent. The utility recently had to spend about \$15,000 from its savings account to purchase parts to repair a section of the water and sewer mains. The city currently has about \$37,000 in the account and it goes back up to about \$50,000 quickly whenever money from this account is spent.

Accounting Systems — The bookkeeper and administrator were recently trained with the use of QuickBooks Pro 99. A contractor was hired to provide the training. The bookkeeper reported having some problems using the billing portion of the software program. Apparently, advance payments by customers for other utilities (cable TV) were being charged by w/s section of the program. The monthly financial statements were difficult to make too as the payroll section was being left out for some reason.

Tax Problems — There are no tax problems for this quarter.

Personnel System — The City hired a new City Clerk. Aside from his regular clerk duties, he has been assisting the bookkeeper with the w/s utility department, sending bills, collecting bills, etc.

Organizational Management — No activities on organizational management this quarter.

Leadership/Governance — The City Council has told the Administrator that it wants to keep using the old monthly financial statement format. The old format is on Excel spreadsheet. The council felt that it provides more information than the new one in the QuickBooks Pro format. RUBA staff suggested to the administrator to present both formats so that the council can get used to the new one and that it can be slowly phased in.

Operation of Utility — The Alakanuk Water & Sewer Project by VSW is over. The utility now has 76 w/s utility customers and most of them are paying customers. This is the healthiest the w/s utility has been and is continually improving.

Ranking

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

Category	1	4	7
Finances			X
Accounting Systems		X	
Tax Problems			X
Personnel System		X	
Organizational Management			X
Leadership/Governance			X
Operation of Utility			X

Anticipated Activity

RUBA assistance in this will change from “active” to “maintenance”. The basics for running the utility have been implemented. Assistance in the future will be on an as requested basis. One activity in the next quarter will be to assist the community in developing a list of assets and liabilities for the accounting system. A contracting firm that is assisting the City with obtaining a grant for a post office has asked for a copy of a most recent audit from the City. The City has not been able to give them one because an audit has not been done in a long time. The certified financial statements that are done by the City does not include this information. The mayor has asked RUBA for assistance with this.