

Chalkyitsik Activity Report

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General Information:

Things seem to be going on a fairly even keel during this quarter. The former clerk is back working in the office in addition to the administrator. Travel dates to travel to Chalkyitsik were discussed for the purpose of setting up the computers to network and for on-site training in Quickbooks Pro. The clerk has had some training in this area and picks up computer skills very easily. The first trip was scheduled for May 8-10, 2000. This will be under a contract with W&W Consultants. The community needs help with budgeting and financial statements.

The current administrator has been working on the state capital matching grants to bring them up to date. She needs an o.k. on the grant amounts from the state in order to secure matching funding for the new Chalkyitsik multi-purpose building. Administrator requested John Fischer, RUBA staff in the Fairbanks office, make a site visit to Chalkyitsik to discuss financial and water/sewer issues with the council.

Observations and Recommendations:

Finances — Finances remain with positive balances. Spending has been geared to coincide more closely with the 638 grant disbursements. Many of the previous problems in this area have been corrected.

Accounting Systems — Needs computers networked, matching Quick Pro programs, budget work and monthly financial statements.

Tax Problems — None known this quarter.

Personnel System — Personnel system to be reviewed again on site visit.

Organizational Management — Staff back up to full strength, job descriptions need reviewed and clarified.

Leadership/Governance — Good but slow to react.

Operation of Utility — Village still appears to be following the maintenance program established in 1999. Utility finances still need to be separated from the general fund revenues and expenses so that the tribal council can get a better picture of the enterprise's actual profit/loss. The financial end of washeteria is long overdue for review.

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		