

Chalkyitsik Activity Report

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General Information:

In late March, RUBA staff from Anchorage traveled to Chalkyitsik to review the training provided to the Village Council staff on QuickBooks Pro and observe their operation of the system. Staff found that they were using QuickBooks 2000. The program had been an upgrade from the previous QuickBooks 99 program. There was an extensive Chart of Accounts and a class list that included each funding source by year and by line item. The program was loaded on two machines and networked together so multiple staff could operate the program.

Numerous memorized reports had been setup; however, the Tribal Chief stated that the Council did not understand the reports and he wanted them changed. After reviewing the setup of the memorized reports and the budget, it was noticed that the budgets entered were for a previous year and the memorized reports were for the previous two full fiscal years. RUBA staff assisted the Clerk in changing this and explained how to customize the report so they were more useful to the Tribal Council Members.

There were no memorized invoices for customers because the organization does mostly a cash business. There was no manual for them to refer to when they had problems. The Clerk was not using the Accounts Payable features of the program. When RUBA staff explain how it might be used to her advantage she decided to try it.

The Tribal Administrator resigned and the position was filled by Woody Salmon. Tamara Henry continues to do the financial business aspect of running the tribe.

Observations and Recommendations:

Finances — Finances remain with positive balances however, they have to juggle accounts to make sure payments are being made.

Accounting Systems — Personnel appear to be working well with the Quick Books Program. As noted above, there are some areas that improvements are being implemented.

Tax Problems — None known

Personnel System — No activity this quarter.

Organizational Management — The Tribal Administrator is responsible for the day-to-day management of the organization. Staff appears to be working well with the council.

Leadership/Governance — Staff continues having trouble getting the council to meet.

Operation of Utility — Washeteria continues to be operating well.

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

There is no scheduled activity for the next quarter. Assistance will be provided as requested and as time permits.