

Chalkyitsik Activity Report

General Information:

Working together by phone and fax, RUBA staff in Fairbanks and the City Administrator were able to work through computerized billing using the PCE report as a database. This worked out well which shows the Administrator is very capable of working things through once she is given the parameters of what to look for and work with. She is still having a problem with staff but this is slowly getting better.

Discussions with Chalkyitsik and the contractor have revolved around the need to network the two computers in the Tribal office. At the present time the community is using the Quick Pro software, however with the computers not being linked there is essentially a different version of the software on each computer. Before the duties of Administrator and Clerk can be separated in the accounting system two things must happen (1) the computers must be networked and (2) a new budget format must be accepted by the council and entered into the computer system. Currently the financial statements are cumbersome and don't immediately reveal much information unless the reader is well oriented into the Chalkyitsik accounting system. This will change with the new budget procedures and the establishing of new funds. A visit by John Fischer, RUBA staff, and the contractor has been scheduled for early Spring of 2000.

Observations and Recommendations:

Finances: Cash flow continues to improve. Much work has been done with billing (particularly electricity). Progress has also been made with the cleanup of old overdue grant reports and other routine clerical duties.

Accounting Systems — The computers need to be networked and common accounting software installed on each. A contractor is in the process of being scheduled for this service.

Tax Problems — No new tax problems this quarter reported by the Administrator.

Personnel System — Personnel policy needs re-worked, this has necessarily been rated as a lower priority than the accounting and billing systems.

Organizational Management — Staffing level has improved, Administrator appears to be receiving both additional guidance (Council) and assistance (staff).

Leadership/Governance — Good.

Operations of Utility — No new problems reported with water to the school. Village appears to be following the new maintenance program. 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.

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		