

Chevak Activity Report

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General Information:

The final training of city staff on QuickBooks Pro 2000 was postponed during December, 2000, due to deputy city clerk being ill. He is the primary person being trained by the contractor hired by the RUBA Program. The City was also trying to obtain a credit card so that it can subscribe to payroll tax updates via Internet as required by the software program developer, Intuit.

Observations and Recommendations:

Finances — The City will be using monthly financial reports made through Quickbooks Pro after the final training in January 2001. The City has been using the old format of reports using Excel since 1995. The old format took a few days to complete and this new one should take only a few minutes!

Accounting Systems — It's been frustrating to wait for the proper time to hold the final training with Quickbooks Pro 2000. It was also frustrating to find out that the city had to subscribe to Intuit's payroll tax updates through the Internet. RUBA staff and the city office have traded a lot of e-mails to resolve this issue satisfactorily. The Internet provider has been slow in providing technical assistance, but it's taken care of eventually.

Tax Problems — No tax problems this quarter.

Personnel System — The deputy city clerk has been sick a lot. RUBA staff have been trying to schedule this person for training. The clerk had not been sitting in on the training because he just started learning how to use computers and feels intimidated with Quickbooks Pro.

Organizational Management — The city clerk will become a Certified Municipal Clerk (CMC) in the next Clerk's Institute that will be held in Anchorage in February 2001. He is very excited about this!

Leadership/Governance — The city council re-elected Ignatius Chayalkan as the mayor. He has been involved with the council for a very long time and provides very fine leadership.

Operation of Utility — The city administrator was very pleased to get the first water & sewer utility payment from its first customer, the school district. The school district made a full payment for a year. The city is expecting to have at least three residential customers hooked up in the very near future.

(Continued on next page.)

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