

Chevak Activity Report

General Information:

The City has been selected as one of the communities in which an accounting firm will contract with DCED, RUBA Program, to train City personnel with Quickbooks Pro software program. The accounting firm will make at least two trips to the City to provide training and will also provide telephonic technical support for at least a month after each trip. The City has had the Deputy Clerk go to a computer training to try out the software.

Observations and Recommendations:

Finances — The City is doing really well with collecting sales tax and the earnings from the washeteria and gaming are way up too. Half-year earnings for the FY00 pulltab and bingo gaming are at least \$30,000 over the budget projections. Some of the proceeds will be used to subsidize the cost of operating and maintaining the water and sewer utility system. The City is also making monthly financial reports to the Council in timely manner. The reports are fairly detailed with summaries for each department. This makes it easier for the Council members to understand the reports.

Accounting Systems — The City plans to purchase Quickbooks Pro (latest edition) and use it for billing, purchase orders & checking account. The Deputy Clerk, who is proficient with computers, has had training already and is anxious to use the software program.

Tax Problems — The City does not have any payroll tax problems and is current with its quarterly reports and tax payment.

Personnel System — The City Clerk tells me that he is in his third year with AML's Certified Municipal Clerk (CMC) Institute training program. He expects to receive his CMC title by end of this year. He said he will be attending the week-long Clerk's Institute training in Fairbanks in February 2000. He is becoming more valuable to the City as he continues to train under this program.

Organizational Management — The administration will be provided training with billing and collection for its new water and sewer utility enterprise. The water and sewer utility ordinance, which was passed a couple of years ago will be reviewed so that they can be all familiar with it.

(Continued on next page.)

Leadership/Governance — Peter Boy Scout has been re-elected by the City Council to be the Mayor for another year. During his tenure, we should see the water and sewer utility project connect customers to water & sewer system.

Operation of Utility — The City is still expecting to have its water and sewer utility project functioning by this fall. As a result, we are planning to set up water and sewer billing and collection system set up by this summer.

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	