

Chevak Activity Report

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General Information:

The RUBA Program hired a contractor to install Quickbooks Pro 2000v software program. RUBA staff and the contractor traveled to the city to install the program. This Quickbooks Pro 2000 version requires the user to have access to the Internet in order to download and install the payroll program. The contractor had difficulty downloading the program due to poor Internet connection and service. It took about four hours to download the program (this normally requires at least 10-15 minutes to download). However, once the program was downloaded, the contractor was able to resume training. The contractor has two more training sessions before the end of this year.

The city and Alaska Native Tribal Health Consortium (ANTHC) Engineer have connected the school district to water distribution and has agreed to pay the city at least \$20,000 a year for water use. The city will also be charging the teachers' quarters individually for water and sewer utility services. There are at least 14 individual teachers' quarters.

Observations and Recommendations:

Finances — The city continues to provide RUBA staff monthly financial reports. The reports are based on the Model Financial Record Keeping System (MFRKS) model, which requires meticulous record keeping of the revenues and expenses.

Accounting Systems — Once the training of the use of Quickbooks Pro is completed, the city will start using the program for its monthly financial reports. This should take up less time than using the Excel program. Cash receipts journals (for revenues) and budget detail sheets (for expenses) will no longer be required to prepare monthly financial reports.

Tax Problems — The city does not have tax problems this quarter.

Personnel System — The city administrator hopes to have the city clerk trained by the deputy city clerk (who is being trained by the RUBA contractor). The city clerk recently started using a computer and still feels uncomfortable about them. The deputy clerk will train him at a slower pace so that he can learn. We need to have at least two users trained with this program.

Organizational Management — The election preparations went ahead as scheduled without major problems. The administrator ended up hiring a temporary clerk to prepare for it. RUBA staff does not expect any problems that may hinder the elections.

Leadership/Governance — Municipal elections are once again coming up in October. There are 7 council seats open this year. There are no problems to report.

Operation of Utility — The city administrator was excited that the school district has been hooked up to water distribution and billed for the service. The water and sewer utility ordinance was modeled after the City of Alakanuk’s ordinance. It has proven itself well with minor amendments over the past few years.

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