

## Kaltag Activity Report

### General Information:

Kaltag personnel attended a Quick Pro introductory computer training class in Fairbanks this Fall. According to the instructor they did well. Both participants from Kaltag were pleased with the class and reported that they had learned a lot. The RFP for the QuickBooks Pro 99 Installation and Training has been let and John Fischer, RUBA staff in the Fairbanks office, is in the process of doing the paperwork leading to a grant award. Kaltag is the first priority for software installation and networking.

The accounting setup is scheduled for Kaltag in the Spring of 2000. It is anticipated that this will firmly establish computerized bookkeeping, doing away with the combination of hand ledgers and computerized spreadsheets. Also, the community is required to have an annual audit as a loan condition the council accepted when the fish plant financing was arranged. It is anticipated that the audit process will further serve to assist Kaltag in maintaining and transforming its accounting system.

Recent reports from the community indicate a fuel jelling problem due to the extreme cold and the possible procurement of the wrong type heating fuel (#2). Some assistance was provided by other agencies in the procurement and delivery of an additional 4,000 gallons of number 1 heating fuel.

### Observations and Recommendations:

Finances — Good, except for the problems noted above (networking and software setup). No new progress on the school agreement.

Accounting Systems — Kaltag has a very good hand ledger Model Financial Record Keeping System (MFRKS) system. They have received an introduction to QuickBooks Pro and are on line to receive on-site installation and training sometime during the January-February-March 2000 quarter.

Tax Problems — No new tax problems. The City Clerk has been assisting the Tribal Council with some tax problems resulting from a recent change of tribal administrators. RUBA has been assisting both the Clerk and the Tribal Council with these problems which entail the filing of the past two years 941 forms.

Personnel System — Still a lot of confusion in the personnel system as to “who reports to whom.” The Kaltag administrative assistant has been invited to the spring RUBA/TCC utility management seminar to further train in this area.

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Organizational Management — Increased cooperation between Council and staff. Staff appears to work well together and have good separation of duties.

Leadership/Governance — Good.

Operations of Utility — Still the same problem with the school agreement. This remains an over-politicized issue.

**Ranking**      1 = Inadequate  
                      4 = Adequate to meet minimum requirements  
                      7 = Exceeds requirements

<b>Category</b>	<b>1</b>	<b>4</b>	<b>7</b>
Finances		<b>X</b>	
Accounting Systems			<b>X</b>
Tax Problems		<b>X</b>	
Personnel System	<b>X</b>		
Organizational Management			<b>X</b>
Leadership/Governance			<b>X</b>
Operation of Utility	<b>X</b>		