

## **Kotlik Activity Report**

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### **General Information:**

The Quickbooks Pro contractor, hired by ANTHC through water & sewer utility project funds, has completed the training with three utilities clerks. The utilities clerks are please with the results and are using the accounting software program to bill electric utility customers. However, there are still some minor glitches the utility is still trying to work out with the billing.

The project has connected most of the water & sewer utility customers to the water and sewer system. The council still has to determine what the rates should be charged to customers. RUBA staff will meet with the council to help decide what the rates should be.

### **Observations and Recommendations:**

Finances — Billing water & sewer utility customers should be starting very shortly.

Accounting Systems — Quickbooks Pro 2000 training has been completed. The utilities clerks are very pleased with using the accounting software program. The contractor, Pati Crofut, said after the first session the clerks were calling her constantly with questions. The last session was completed and the clerks do not have as many questions.

Tax Problems — There are no tax problems to report this quarter.

Personnel System — All the utilities clerks are trained with using Quickbooks Pro 2000. RUBA staff was pleasantly surprised that the clerks could learn and grasp the handling of Quickbooks Pro so easily!

Organizational Management — A trip is still being planned in the near future to review billing procedures with utilities clerks.

Leadership/Governance — New mayor is Aloysius Unok. RUBA staff has not met him yet and can't determine the type of leadership he will provide.

Operation of Utility — The water & sewer utility project should start hooking up customers this coming summer and the clerks will be ready with the new billing system set up.

(Continued on next page.)

**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>	