

Kotlik Activity Report

Leroy Seppilu, LGS/RUBA, Anchorage Regional Office

General Information:

ANTHC water and sewer utility project hired a contractor to install and train Kotlik Joint Utilities clerks with Quickbooks Pro 99. The contractor spent at least three days on-site to provide the training. She will provide at least one more training to the clerks within 2 months.

Observations and Recommendations:

Finances — Kotlik Joint Utilities (KJU), which provides electricity, cable tv, trash haul has excellent collections history and RUBA staff do not expect them to have problems with water and sewer utility collections.

Accounting Systems — Quickbooks Pro 99 training is being provided and RUBA staff had recommended to ANTHC to use this accounting software program since it is the easiest of the programs to use. However, RUBA staff has some reservations about the two clerks using ANY software programs since they know just the basics of using computers. One of the clerks does have extensive knowledge of billing customers and has established good rapport with the Utilities' customers. The main utility clerk complained to the RUBA staff that the first training was too short and wanted to learn more.

Tax Problems — No tax problems to report this quarter.

Personnel System — Everybody's back from summer subsistence leave so things are back to normal. The main utility clerk likes to come back from her leave of absence to send out the utility bills and then get back to her leave afterwards.

Organizational Management — A visit was planned to assess installation of accounting software program by a contractor and to see who was being trained but the trip was cancelled due to time conflicts in another community.

Leadership/Governance — Municipal elections coming up and the mayor has been working quietly for the past year. RUBA staff has not received any phone calls from him for a while. The mayor from the previous year called RUBA staff often to discuss issues.

Operation of Utility — Once the training with Quickbooks Pro is completed, it should be interesting to see how it may affect the utilities clerks since they have been billing customers manually for years.

(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