

## Northway Activity Report

### General Information:

According to John Fischer, RUBA staff in Fairbanks, the new computers were installed and networked in December. The consultant traveled with RUBA personnel to Northway and spent three days training the available staff in the use of the new system. RUBA and the consultant drew up some recommendations with staff and council, which included the following items:

1. The staff and Northway Village Council need to work together in formulating some travel policies and procedures. Some excesses of travel and per diem were noted, in one case an employee had 59 checks issued this year, 24 of which were payroll and the balance travel and per diem. RUBA staff would be happy to assist in the travel policies if requested.
2. It appears that the Northway Village Council will exceed the \$300,000 in federal funding this year and trigger a federal single audit. Preparations should begin at the end of this accounting year to audit the 1999 funds. Assistance, including a sample audit RFP and pre-audit checklist can be furnished by RUBA staff if requested.
3. There were many instances of miscoding in 1999. This was due to an inadequate chart of accounts based on a numerical system. This has been reformatted and the Tribal Administrator and Administrative Assistant are now in the process of cleaning up the miscoding.
4. Billing for the flush haul system was set up, payroll setup was entered into the Quick Pro for computerized payroll beginning 1/1/00.
5. The office computers were set up and the Tribal Administrator and Administrative Assistant computers were networked so that both individuals can write to the same accounting program.
6. A local e-mail service provider was located, however time constraints did not allow the setup to be completed while we were on site. We will follow up on setting up the e-mail accounts and Internet capabilities as needed.
7. RUBA staff met with IRS concerning a tax matter dating back to the 2<sup>nd</sup> quarter of 1998. It was determined that a deposit was posted in the wrong quarter and the Tribal Administrator was furnished with the information necessary to adjust the tax accounts.
8. RUBA staff will make arrangements for a return visit in February to check the status of the coding process, monitor the computerized payroll, address the internal controls, and address monthly financial statements to be furnished to the Council.

In follow-up work, it appears that the e-mail is now up and functioning, the Northway staff has been able to work out the problems with the local service provider.

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In addition, the Council and Administrator have been having some difficulties with the haul driver. Plans were made to advertise the position and RUBA faxed a previously prepared job description to Northway. Plans are being made for another trip to the community in February to follow-up on the accounting setup.

**Observations and Recommendations:**

Finances — Things appear to be fine. The single audit should be no problem.

Accounting Systems — Quick Pro 99 upgrade is complete. Clerk is trained in the use of the software. Both Clerk and Administrator are in the process of going through the 1999 accounting for coding errors.

Tax Problems — The tax problem, which was reported last quarter, has been corrected by the Administrator. Staff, RUBA, and IRS worked together to solve this problem which apparently started several years ago.

Personnel System — Personnel system needs work, also travel policies (see note above.)

Organizational Management — Still lacking in good organizational management. Key personnel are often confused by their assignments. An example of this is the failure to bring the current operator more into the decision making process concerning the new haul system.

Leadership/Governance — The Council appears to be receptive to suggestions and ideas put forth from the various agencies. There still appears to be a communications gap between the staff and Council.

Operation of Utility —The new haul system appears to be off to a reasonably good start with the anticipated amount of problems, glitches, and setbacks.

**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>