

## Selawik Activity Report

### General Information:

In October, Margaret Hansen, RUBA staff in the Kotzebue office, provided on-site training and assistance to the Administrator, Bookkeeper and Clerk on Quick Books Pro and an Excel document to provide the Council a monthly report in comparison to their budget. Margaret also provided assistance in balancing payroll records in order to do their quarterly tax report correctly. We also discussed and planned the work that has to be done in order for the Administrator to complete their Community Development Block Grant (CDBG) application for a new landfill.

In November, Margaret assisted the staff in preparing utility board ordinance for the council to pass. We were not able to do the Council training updating their 10-year-old code during the visit in October so I recommended they review and have their hearing on the utility board since they are ready to proceed. In addition Margaret assisted with capital matching grant reports, coordinate with CPA firm to do sales tax audit and audit of the City's books including any other training on computers including networking.

In December, Margaret continued to work with staff on their CDBG application. Had to do extensive work on draft. Additionally prepared for Council training session set for January 2000.

### Observations and Recommendations:

Finances — Because of City staff turnover financial management training has been continuous. Since Margaret's October training session, the Council is receiving monthly financial reports.

Accounting Systems — Although the City has been using Quick Books Pro, the staff who received the training and used it properly are now gone. Since the new staff has a grant that Margaret wrote to receive QuickBooks training, they will contact to have the training done in February.

Tax Problems — No known tax problems.

Personnel System — Their personnel policies are very old and need updating including providing training on the use of them. Job descriptions need to be revised. Accounting functions need to be spread between staff. The Bookkeeper is always over whelmed with duties.

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Organizational Management — During the personnel policy update a new organizational chart needs to be completed.

Leadership/Governance — They have a new Mayor so the workplan has not been reviewed. During Margaret’s trip in January we will work on the plan to include council training.

Operation of Utility — They rehired the previous certified operator but because of problems with customers not using the heart trace plugged in when need to, a few individual lines have froze. The alternate needs to become certified.

**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>	