

## **Tanacross Activity Report**

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### **General Information:**

There were no official trips made to Tanacross this quarter. Although, stopovers were made so that Bill could be introduced to the staff, as well as phone and e-mail contact. During the first stopover we were able to meet the new administrator. It was a brief visit allowing Bill to meet people at the office. In the second stopover Bill dropped off copies of the employee handbooks; RUBA has furnished personnel policy information via hard copy and computer disk. It is anticipated that the administrator will need additional RUBA assistance to ensure completion of the personnel policy.

Since Tanacross has hired a new administrator, there has been little contact. This is good news since there were no pressing issues that needed to be resolved. The administrator has been learning more about his role at the IRA Council. Bill learned that Tanacross is in the process of seeking “8A Status” (contractor status) with the federal government. This would establish the ability for Tanacross to submit bids on various selected projects.

The water/sewer project continues. Apparently the latest item of concern is the discussion of the Davis Bacon prevailing wages. This issue, as yet, has not been thoroughly resolved. In addition, Tanacross no longer has to go through the intermediary accounting firm and is receiving disbursements directly from Indian Health Service. The discussion has once again started regarding user fees and a “town meeting” has been talked about. RUBA has indicated before that they would be willing to facilitate such a discussion and provide input on why people have to pay user fees.

### **Observations and Recommendations:**

Finances – Cash flow is running much more smoothly. The bookkeeper expects a positive audit; in fact, the field work for the audit ending fiscal year 9/30/00 is already completed! Last years’ audit was clean, a far cry from the previous year. In addition, the bookkeeper stated that the community has established an Investment Policy to invest surplus funds in interest bearing accounts. Also, the bank has offered a collateralized procedure to secure funds in excess of the FDIC maximum, consisting of third party bonds.

Accounting Systems – Community continues to function well on the QuickBooks Pro software. The bookkeeper indicated that she would like some assistance on the next RUBA visit as she is setting up a fairly complex operational budget. Apparently the staff and president went through all the various programs and set up a complete operational budget and narrative for every program.

Tax Problems – Accountant stated that there were no tax problems. Not verified with IRS as of this writing.

Personnel System – See note in general information above. Administrator has completed rough draft of personnel policy and it has been forwarded to the employees for comment.

Organizational Management – Hopefully the community will link an organizational chart to the personnel policy discussed above. This would go a long way in resolving disputes and confusion taking place between personnel/management.

Leadership/Governance – No big change from last quarter; the president and council are still spending a lot of time in the office. This has paid some dividends in the form of the operational budget being completed and the work to date on the personnel policy.

Operation of Utility – The Laundromat continues to operate. There has been some breakdown of equipment according to the bookkeeper. The age of the equipment makes repairs and parts difficult to locate. In addition, Tanacross is in the position of not wanting to put a lot of funds into the Laundromat since completion of the piped system appears to be drawing nearer. Operation of the store (a village enterprise upon which all cast high hopes) has ceased. Apparently, the store has gone some \$25,000 into the red for various reasons.

**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		