

Tuluksak Activity Report

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General Information:

In January, a Container Haul System business plan was created mainly focussed in the financial projection of the future sewer system. A rate analysis was completed and sent to the community for presentation to the community. In February, the rate analysis was reviewed before presenting to the community. Utility services financial report formats were provided for future use.

Ken Berlin, Bethel LGS, traveled to Tuluksak and met with Joe Alexie, President, Elena Gregory, Bookkeeper, and Stella Alexie, Clerk. He helped Elena with the W-2 preparation and answered her questions.

Ken worked with Elena Gregory and Stella Alexie on reconstructing the individual pay records for the tax years 1994, 1995 and 1996. Ken set up individual pay records for the three tax years in the computer and trained Elena as he went along. He used the payroll journal, cash registers, and time sheets to cross check the figures. This took a lot of time since so much time has passed and a lot of the information had to be dug up from boxes and boxes of old files.

Observations and Recommendations:

Finances — are stable through gaming operations and direct funding from the BIA.

Accounting Systems — is still manual with an intent to reviewing a financial software for consideration.

Tax Problems — for 1994 to 1996 are still being worked on. Ken Berlin has partnered with Johnny Evan, and is now assisting the community in completing the tax liabilities.

Personnel System — the organization has formulated and developed new policies and procedures for each departmental staff. They have yet to be reviewed and adopted by the Tribal Council. The Tribal Administrator still needs to get involved in managing the daily operations of the tribal organization. The Tribal Council realizes this, but cannot do anything about it, they have tried to hire a different administrator with no luck.

Organizational Management — the Tribal Administrator still need to get involved in organizing the utility service for the community. They are relying too much on outside resources to do the work for them.

Leadership/Governance — the Tribal Council is still seeking a qualified Tribal Administrator to replace the current Administrator. The Council has a problem enforcing the Personnel Policies & Procedures for those employee’s who are not adhering to the regulations. The Council has yet to establish the procedures on how to form a utility service.

Operation of Utility — assistance in this area is minimal due to an RFP that was submitted by VSW. The water treatment operator has reduced his hours due to other employment with the local corporation.

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	