

Tuntutuliak Activity Report

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General Information:

Tuntutuliak Community Services Association (TCSA) is a separate entity that runs the Sanitation, and electric utilities. The bookkeeper resigned at the end of October. They have advertised the position, received applications, but by the end of the quarter, had not interviewed or hired anyone. The bookkeeping has suffered since the bookkeeper resigned. Complete financial reports have not been issued since the resignation.

Observations and Recommendations:

Finances — Finances appear to still be stable. They still have a reserve account (created by electric portion of utility) for any unexpected emergencies. An accurate financial picture will not be known until complete financial reports are compiled. Washeteria rates have been increased to help it to pay its own way. Washers loads increased from \$3.50 to \$4.00 for a large washer and from \$2.50 to \$2.75 for a large washer.

Accounting Systems — The accounting is still managed manually. The bookkeeper did not computerize the accounting system before she resigned to take another job with the school district. The new clerk is writing receipts, but nobody is recording them in the appropriate journals. An annual financial report is supposed to be presented in the annual meeting in early January 2001. The utility manager requested RUBA staff to assist in completing the financial statement for presentation in their annual meeting. Until a new bookkeeper is hired, RUBA will hold off on accounting system training.

Tax Problems — TCSA is current with their tax reporting and payments.

Personnel System — The bookkeeper resigned and the TCSA still had not hired a replacement by end of December 2000. The utility board hired a utility clerk, but the person is not interested in doing the bookkeeping.

Organizational Management — The setup of the sanitation services within TCSA seems to be working. The vacancy of the bookkeeper position is greatly affecting the organization's ability to manage the utility.

Leadership/Governance — The organization increased the washeteria user rates after the rate analysis was done. There does not appear to have been a decrease in use of the washers despite the increase in price. The utility board needs to understand the importance of hiring a utility bookkeeper and make that a priority.

Operation of Utility — Utility services include: electrical, water treatment plant, washeteria, and the flush haul system. The mild winter has helped the utility by not requiring as much operator time in clearing the boardwalks so that hauls can be made.

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