

Tuntutuliak Activity Report

Johnny Evan, LGS/RUBA, Bethel Regional Office

General Information:

Tuntutuliak Community Services Association (TCSA) is a separate entity that operates the utility services for the community.

In July, the financial report formats were recreated due to a virus on their computer system, they had lost all the report formats created in the previous quarter. The annual meeting was cancelled due to no quorum established.

In September, the bookkeeper and Johnny Evan reviewed the recreated financial report formats and discussed about recreating a database for the monthly revenue/expenditure for the utility services. Johnny was tasked to train the new utility clerk on basic computer usage and financial management in the next quarter.

Observations and Recommendations:

Finances — Still stable through user fees and have a reserve account for unexpected emergencies.

Accounting System — The system is managed manually and is being inserted to the database created on excel spreadsheets. They are beginning to initially use the QuickBooks Pro financial software. The bookkeeper has attended a QuickBooks Pro training and is eager to computerizing their accounting system.

Tax Problems — All taxes for TCSA are current in this quarter.

Personnel System — TCSA hired a utility clerk with no accounting background and/or clerical experience.

Organizational Management — The entity is very well organized.

Leadership/Governance — The utility board reviewed and adopted the washeteria rate analysis, and is ready to hold a community meeting for review. The board will review the flush tank haul system financial statements at the end of next quarter.

Operation of Utility — A financial statement will be produced in the next quarter for the flush tank haul system. This will determine whether the rates need to be reduced and/or increased. Utility Master Plans still need to be created for the system. Johnny was surprised to not see any plans during the construction phase of the system. TCSA has four utility service operators that work on a two-week on/off basis. The water treatment

operator works four hours per day and still meets the water consumption needs of the community.

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