

# **Tununak Activity Report**

**Paul Chimiugak, RUBA LGS – Bethel office**  
**Marita Hanson, LGS – Bethel office**

## **General Information:**

There has been no travel to Tununak this quarter, assistance has been through phone and fax. Bethel staff prepared for a Budget & financial workshop in April. The bookkeeper for the council attended this workshop with the help of Jim Patterson, VSW utilizing their w/s account funds. Ms. Lincoln attended all three days of the workshop and participated with flying colors. She already has bookkeeping skills and understood the procedures of cash receipts journal and check registers. The Budgeting, financial reports and 941 tax reporting presentations gave her a better understanding and was very educational for her. Her attendance of this workshop paid off when we saw the quarterly reports she had completed along with payroll deposits. The new account check registers are kept current and reconciled monthly. Past due credit accounts are being dealt with and paid as funding becomes available. Record restoration has started to take shape and are operational.

The council has made more cuts and adjustments in the finances and manpower. The rest of the funding for more units on FTTHS project has been halted indefinitely due to unpaid past due IRS and DOL reports not being made.

## **Observations and Recommendations:**

Finances — The entity has been having problems with revenue and this is mainly because it has little revenue to declare, the only revenue that it has are from the Flush Tank & Haul System and Bingo and Pull-Tabs. This revenue is spent as soon as it is collected.

Accounting Systems — Their accounting journals are starting to improve and with the current Bookkeeper, they had been kept reconciled. The record keeping system in place is in good operational standing. There are a couple more old accounts such as the bingo and clinic account that have yet to be closed and re-opened with new accounts. The records for these two accounts have not been reconciled for several years. We have been recommending that the staff proceed with this so accurate figures can be established. However some of the accounts have not been closed and new accounts opened with new figures.

Bingo: The administrator who is also the primary bingo member in charge called Marita informing her of receiving a suspension notice to their bingo permit from Department of Revenue's Charitable Gaming Division. The reason was due to not having received the whole annual bingo report. The administrator was having difficulty reconciling his bingo account in order to get accurate figures for the report. He was given a time frame to complete this. As the date came there still was no full report and the suspension went into effect. Marita made a call to Charitable Gaming Division in Juneau informing them of our involvement with this community. RUBA staff informed them of the re-construction and re-organization taking place. Bingo is the major revenue generation in this organization and suspending their permit would completely take away their revenue to pay for bills and

to keep operations going. The bingo report had been completed but was not balancing. A request to send in the report as is and make amendments within a time frame was given. The suspension was lifted but would be reviewed once again if amendments are not made to correct this.

**Tax Problems** — Their current tax records have been taken care of and the IRS Revenue Agent has been in contact with them through correspondence. He has given them chances to contest some of the quarterly reports and the administrator has responded by researching and making corrections on the 941's. He has completed his own figuring for '94, '95, '96, and '98 941's to compare with the figures Mr. Moss had completed. He has yet to send them to IRS. We have recommend he send these in as they get completed to the Anchorage IRS office.

**Personnel System** — They need to really develop a personnel policy to address pressing issues related to their organization dealing with employee relationships and workplace.

**Organizational Management** — The council had been recommended by LGS/RUBA to cut back on expenditures by laying off some of their employees. The administrator and the bookkeeper are the only office workers left in the office. They have been cross -training each other on a limited basis, and sharing the workload by doing some of the accounting in the departments.

**Leadership/Governance** — The council needs to understand their roles in the organizational structure and what their day to day duties are. There are no elections to fill council seats, most of the council members are appointed to their positions.

**Operation of Utility** — The project for constructing more FTHS for the homes has been halted until they get their financial management and IRS debt taken care of. They are barely meeting payroll on the sewage haul service.

**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>		