

## Tununak Activity Report

### General Information:

The administration has had three complete turnovers within four months. Currently, the Tununak Traditional Council (TTC) has a new Administrator, Assistant Administrator and a Clerk/Bookkeeper. They are all willing to have training in financial and office administration. Paul Chimiugak is waiting for a RUBA agreement. The Bethel office has the Resolution from the Council.

The TTC office is the recipient of the State Revenue Sharing funds, but they will not be able to get the FY99 and FY00 SRS because it wasn't applied for in time. They will apply for the FY01 SRS this year.

TTC has a Capital Matching Grant for a Community Hall which has been awarded pending an approval rating on the building plan from a State Fire Marshall. Tina Young, Grants Administrator in Juneau said that TTC also has FY01 Grant that they are eligible for in the amount of \$25,021, however, they have passed the deadline for the grant. They were told to go ahead and apply for the grant anyway. Hopefully it will get to Juneau before the legislature appropriates the funds.

### Observations and Recommendations:

Finances — TTC is using a bingo account contribution to subsidize some of the employees wages and services. They also have revenues from a clinic lease, hotel lodging, and the flush tank and haul service.

Accounting Systems — Tununak's accounting system is still basic. The Assistant Administrator has some knowledge of accounting and is able to maintain the books. Their accounting is still on a manual system and may remain that way until they have a bookkeeper and staff who understand the financial record keeping system

Tax Problems — TTC still owes back taxes to the IRS but the present administration is keeping up with the current taxes. The Assistant Administrator made sure that the last quarterly payroll taxes were paid.

Personnel System — There have been three different administrations in the office, in a four month period. The present administration is a pretty bright group, who are trying their best to keep the tribal office operating for the benefit of the community.

Organizational Management — The Assistant Administrator seems to be the one staff member that has the knowledge of the day-to-day activities in the office. The supervision of the staff is questionable.

Leadership/Governance — The Tribal Council is fully supportive of their Administrative staff, but with all the shortage of funds, it is hard to keep a steady working staff.

Operation of Utility — TTC currently have 5 Flush Tank & Haul System units in operation and 15 more are on project and being built into the homes now. TTC charges \$7.00 per water delivery, \$17.00 per Flush Tank Haul and \$17.00 a month for hopper service. They have a haul operator and an assistant haul operator. Their fees are sufficient to cover the expenses of the 5 units in operation. The Assistant Administrator has said that he is drawing up an information letter to the community on the importance of making timely payments. The Clerk/Bookkeeper is also the Utility Bookkeeper. The Assistant Administrator reports he knows the billing and collection system.

**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