

# White Mountain Activity Report

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## General Information:

Nome RUBA/LGS Josie made one field trip to the City/Utility in March 2001. Purpose of the trip was to assess the City's older computers and accounting software and to come up with a plan for converting the current accounts to QuickBooks Pro on the new PC's purchased by the City and Alaska Native Tribal Health Consortium (ANTHC). In addition, Josie was able to make some recommendation concerning separating the City's cash receipts from the Utility's in order to develop better checks and balances in the business offices.

Josie was able to assist the Mayor in identifying some project money with ANTHC that could be used for a consultant to implement QuickBooks in the Utility office. The project engineer was very helpful in expediting these funds for this effort.

The City sent its Utility Manger to the Utility Planning Management workshop in Nome the week of January 29<sup>th</sup>.

## Observations and Recommendations:

Finances — The City and Utility are in a strong financial position because of prudent cash management. However, there are customer accounts receivable on the Utility books of \$111,000. Most of these balances date back to the years 1995 – 1999. The current Utility Manager has been in her position a year, and she is diligent in cutting off services. However, she is so busy in her day-to-day work that she has not had the opportunity to pursue the older accounts.

The City has insurance through AML/JIA and their premiums are paid in full through this fiscal year.

Accounting Systems — The City was using Mac computers with MYOB accounting software, but were not able to keep up the system without incurring large consultant fees. The City Clerk intermingles his cash receipts with those of the Utility, and there is a very real problem in balancing out the cash drawer when deposits are sent in to the bank. The Utility Manager is spending too much time trying to reconcile the money in the cash drawer with receipts posted to the system.

The City Clerk has very little computer expertise and should be totally separate from the Utility system. While the Utility Manager was attending a workshop, the City Clerk crashed one of the older computers and burned out one of the new Mac computers. The Utility Manager has protected the one remaining Apple computer with a password known only to herself, but the Clerk does manage to get into the system during the daytime. Josie noticed a number of customer accounts that had strange adjustments to them, and suspects that the Clerk made these when trying to post receipts. Josie recommended to the Mayor

and Utility Manager that all cash receipts be segregated immediately, and that the conversion to QuickBooks start up as soon as possible. The City contracted with their new auditor to do this conversion, and it is expected to be completed by June 30, 2001.

Currently, the Utility Manager keeps most of her schedules on Excel worksheets and is up to date with all Power Cost Equalization (PCE) reports and monthly financial reports. The City Clerk has not been able to do much except payroll and payroll reports. The Nome RUBA did recommend to the Mayor that the Utility payroll be separated from the other City departments' and that the Utility Manager would do the Utility payroll and payroll reports.

The City is audited every year, and the Nome RUBA will get a copy of that audit and management letter once it is issued.

Tax Problems — The City and Utility are current with all payroll taxes and reports.

Personnel System — The City has a strong Mayor with a good background in supervision. He did make staff changes early last year after he was elected Mayor. He reports that he is working through another personnel problem, and that the employee in question has been given a warning this quarter. The Nome RUBA reports that this City is one of the few who have not called her with personnel issues.

Organizational Management — The City has a fairly recent Code of Ordinances. The Nome RUBA will be reviewing the ordinances this fiscal year and will make recommendations for any necessary or desirable changes.

Leadership/Governance — The City has a strong Mayor and involved Council. The Nome RUBA will have more detail once she makes a longer field trip to this community. However, Josie reports that participating Council members from this community at workshops have always been highly active in class participation and are well informed.

Operation of Utility — The City water system is well operated and samples and tests are done timely. The water plant operator is certified, although the Nome RUBA is not sure at which level.

(Continued on next page.)

**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>	

**Anticipated Activity:**

The Nome RUBA will be following up on the QuickBooks conversion and FY00 audit in April-May-June.

