

YUROK TRIBE - FISCAL DEPARTMENT

FINANCE DEPARTMENT REPORT FOR FY 2007/08

Finance Department

The Fiscal Department serves the Yurok people through sound financial management of the Tribe's assets and provides timely information to Tribal Council, Department Directors, Program Managers and Members in support of prudent financial decision making for the Tribe. The Tribe employs a staff of ten fiscal people, one person has an AA degree, five have Bachelor of Science degrees, in addition one has a masters degree, one a CMA certification and two have CPA licenses.

The Fiscal Department is responsible for the management of all funds (General Fund, Special Revenue Funds and Enterprise Funds) received by the Tribe including Pem Mey Fuel Mart. We are responsible for reconciling sixteen bank accounts each month and managing funds to insure there is money available when the bills need to be paid.

The Department monitors all expenditures made by the Tribe and is responsible for monitoring compliance with the Tribe's procurement and property control policies and procedures, travel policies, vehicle policies and grant and contract requirements.

The Fiscal Department is responsible for coordinating the annual audit. The Fiscal Year 2007 audit will be completed in the next 60 days. There is only one relatively minor finding relating to the Head Start Program's enrollment requirement and some management recommendations in the FY2006 audit.

The Fiscal Department prepares the annual Indirect Cost Proposal for the Tribe. The Indirect Cost Proposal is the basis for the allocation of administrative cost to Federal and State contracts and grants. The proposals are usually accepted as submitted.

Additionally, the Department processes payroll, collects revenue due, including water user fees, reconciles all travel advances, maintains property and equipment records, schedules services and maintains records on Tribal vehicles, submits financial reports to the appropriate Federal, State and local agencies, and provides monthly financial and budget reports to the Tribal Council, Department Directors and Members.

FISCAL DEPARTMENT DUTIES


1. During the past year the Fiscal Department wrote 10,103

checks for the Tribe and 2790 checks for Pem Mey that totaled more than twenty million dollars. The Department also wrote 4259 purchase orders for the Tribe and 101 purchase orders for Pem Mey.

2. The Department prepares approximately 237 payroll checks every two weeks including Pem Mey. For calendar year 2007 payroll costs for the Tribe were \$6,195,623 and \$229,142 for Pem Mey.
3. The Yurok Tribe receives in between 18 million and 20 million in grants and contract revenue each year that is recorded by the Fiscal Department into almost 300 different projects. In addition the Department monitors and collects revenue from more than 500 accounts receivable including water accounts and child care.
4. The Fiscal Department monitors almost 300 different grants and contracts to insure compliance with the terms and conditions of the grant or contract. In addition to compliance the Department monitors the budgets for each grant or contract and prepares all of the financial reports for the funding agencies.
5. The Fiscal Department prepares monthly financial statements for Council, all satellite offices and all Departments. All Department Directors are able to access financial information electronically any time they have a question on one of their grants or contracts.
6. The Yurok Tribe has a fleet of 138 vehicles. The Fiscal Department tracks the vehicles and drivers to insure the vehicles are all insured and licensed by the State or Federal government and all drivers are legally licensed. In addition the Department has all of the pool vehicles serviced and repaired. In addition to vehicles, the Fiscal Department is responsible for inventorying and tracking equipment. During the past year the Tribe purchased equipment costing \$626,501.

STAFF

Doris Timm, CPA, Finance Director
Kim Stetson, CMA, Assistant Finance Director
Julie McHenry, Accounts Receivable Bookkeeper
Marilyn McCovey, Senior Bookkeeper
Devi Autar, Accounts Payable Bookkeeper



Charlene LaBrasca, Payroll Bookkeeper

Kim Obie, Purchasing Bookkeeper

Ramona Lockerman, Fiscal Clerk

John Melvin, Equipment/Vehicle Bookkeeper

Dan Huff, CPA, Staff Accountant

