

HOOPA VALLEY TRIBAL COUNCIL
Fiscal Department

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SEP 29 2022

Date: September 28, 2022

To: All Department/Entity Directors

K'IMA:W MEDICAL CENTER

From: Pateisha Alvarado, CFO

Subject: Physical Inventory Count

Fiscal will conduct a physical count of capital assets under the Tribal Government on October 3, 2022 and October 4, 2022. Please ensure you have a dedicated staff member available on both days to assist a Fiscal staff member with verification and tagging the asset.

All entities of the tribe should ensure their capital asset lists are up to date. Entities are required to complete a physical capital asset count at fiscal year-end. Entities that have inventory will also need to do a physical inventory count of all items by October 4, 2022. This includes Roads-gravel, Mini Mart-product inventory, Tsemeta-trees, Grocery Store-product inventory, HFI, etc.

Entities will be required to submit proof of their capital asset count and inventory count. Please provide all documentation to hvtstella@gmail.com

If you have any questions please feel free to contact Stella Jarnaghan or I.