

## Tax Department

Mardell Merrick, Director

January 2021

### Monthly activities:

- a. The Administrative Assistant and the Director are coming in to go through the mail and day-to-day updates needed to get out for the department. This month was pretty slow maybe due to the holidays coming up.
  - b. Maintenance of the business licenses (annual, monthly, and temporary) files which includes sending out a monthly vendor list, sending out the business licenses, and maintaining a file for each vendor. Our vendor listing changes from month-to-month with some vendors licenses being expired, new, or renewed.
  - c. Continue to work with departments ensuring all vendors have a business license.
  - d. Answering phone calls, cell calls, fb post questions, and email communications when teleworking.
  - e. Receipt and submit of license fees, materials tax fees, and special fuels tax fees for the month.
  - f. I'm holding on any spending until I hear something from the Tribal Council. Until then I will continue to pay the day-to-day bills needed for operation.
  - g. No travel planned for this month.
  - h. This month revenue generated: see attached report from Oct to Jan 2021
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### Upcoming Activities:

Work on new agreements/tax to include tobacco and alcohol/utilities

Tax Department

Mardell Merrick, Director

Update 2021

Monthly activities:

	Oct	Nov	Dec	Jan
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This month revenue generated:				
Business Privilege tax	\$6690.00	\$8,850.00	\$5,350.00	\$6,750.00
4% materials tax	\$3787.58	\$596.98	\$6882.82	\$3,998.12
Motor Vehicle and Special	\$18,961.86	\$16,402.71	\$15,918.43	\$13580.83
Total:	<b>\$29,439.44</b>	<b>\$25,849.69</b>	<b>\$28,151.25</b>	<b>\$28,327.07</b>

Number of licenses issued				
Temporary	1	1	3	1
Seasonal	2	4	1	1
Annual	12	16	10	13
Truck decals	4	0	0	0
Total licenses issued	<b>19</b>	<b>21</b>	<b>14</b>	<b>15</b>

Material tax-checks received	3	2	3	1
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SPIRIT LAKE TRIBE  
Tribal Tax Department  
PO Box 192  
Fort Totten, North Dakota 58335

January 12, 2021

**Business License Fees:**

<u>Vendor:</u>	<u>Account:</u>	<u>Check/MO #:</u>	<u>Amount:</u>
Bryers Mobil Home Movers	02 0040 060 5004	27660	50.00
Colonial Life Ins./Coste Agency	02 0040 060 5004	3129	500.00
SLT/Mary Ann Dunbar	02 0040 060 5004	0404660	500.00
LaMotte's Paint & Glass Supply Co.	02 0040 060 5004	117474	500.00
Coca Cola Bottling Company	02 0040 060 5004	365206	500.00
Central Business Systems, Inc.	02 0040 060 5004	61155	500.00

**Total Business License Revenue .....\$2,550.00**

**Material Tax Fees:**

SLT/Acct: 01 0227 054 6148	02 0040 060 5004	0398507	\$3,998.12
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**Total Material Tax Revenue .....\$3,998.12**