



## Education/ Admin. Assistant Monthly Report December 2020

**June Gourd-Yankton**  
**Tribal Administrator**  
**Spirit Lake Tribe**

**Mrs. Yankton:**

For the month of December 2020, I continued to do my daily duties such as answer phone calls, emails and file.

### **Administrative Assistant's Report for the Tribal Secretary Treasurer**

As the administrative assistant to the Secretary Treasurer I continued to help with daily duties such as timesheets, typing up memos, and updating agendas for meetings and preparing for those meetings by making sure the Tribal Council minutes were typed up and in order along with the resolutions. I paid the Tribe's bills and any invoices that qualified to be paid from the Treasury account. I emailed out 33 resolutions to tribal programs and entities; I completed 34 resolutions for the month of December 2020 some were from the current month and some were from previous months. Sometimes the programs provide wrong information so the resolutions have to be corrected.

I continued to pay the district bills, the four districts wellness centers bills, and the Tribe's General Fund bills. I continued to complete daily duties such as answer phone calls, file, correspond to emails from students, parents and/or coworkers who had questions. I completed any additional duties that the Secretary Treasurer had asked me to complete.

I continued reviewing applications for individuals to answer phone calls regarding when the person's check was mailed and what address we mailed it to. If it was over ten days from the date when the check was mailed out then I was authorized to have their check re-issued.

Respectfully Submitted,

A handwritten signature in black ink that reads "Charmayne Bohanon".

Charmayne Bohanon