



Education/ Admin. Assistant Monthly Report September 2020

June Gourd-Yankton
Tribal Administrator
Spirit Lake Tribe

Mrs. Yankton:

For the month of September 2020, I worked on the Tribal Education Department's budget for FY 2021. I continued to call students and remind them of the deadline for the Helen Bergstrom Ernst Scholarship which was the last Friday of September. The reason for the reminder was some of the students needed a document to turn into me in order for their application to be considered complete.

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 43 resolutions to the tribal programs and entities; I completed 39 resolutions that were from this current month and resolutions that were missing from the previous months.

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 to work on screening, approving and processing the Spirit Lake Tribe's COVID-19 Grant Payment Relief program. I continued to answer calls and emails regarding the status of individual's payments.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charmayne Bohanon".

Charmayne Bohanon