



## 2024 Taxes Filed for 2025 Calendar Year GRIC Volunteer Income Tax Assistance (VITA) Program

*The Internal Audit Department is currently **seeking volunteers** to assist with the upcoming income tax service (GRIC VITA Program).*

*Employees who volunteer are granted a max of 20 hours administrative leave per pay period approved by Governor.*

### ***Greeter/Screenener***

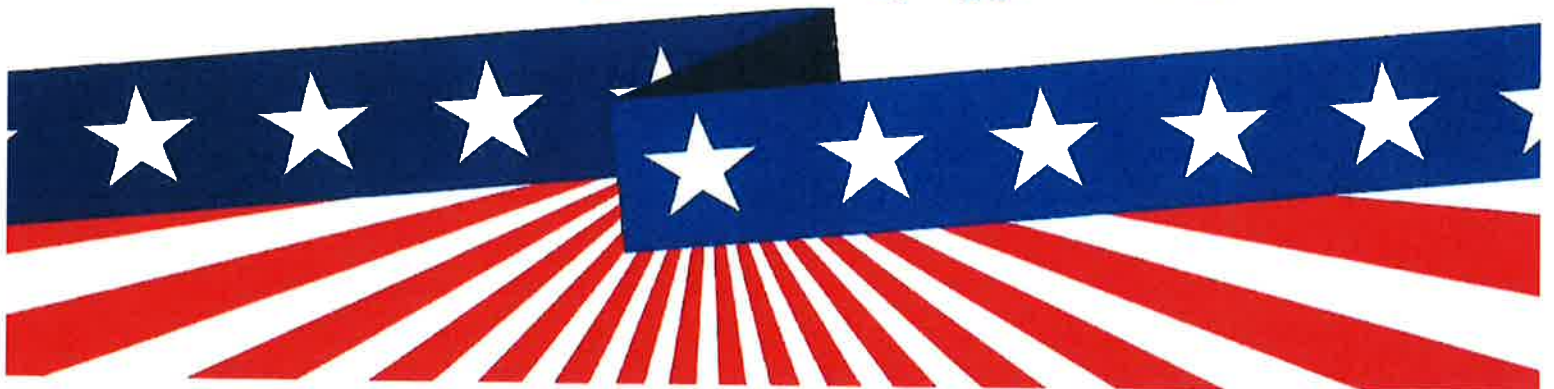
- 2-Day training includes Code of Conduct, Screener Prep with Certification.
- Screening taxpayer document's; providing forms to taxpayer and ensuring that all are complete, including IRS Intake Form 13614-C; making copies of all required documents for the tax preparer.
- Training will be January 14-16, 2024 lunch is provided.

### ***Tax Preparer***

- 3-Day training includes Code of Conduct, Tax Prep (Basic or Advanced) Certification.
- Enter taxpayer data in tax software; contact taxpayer if needed, print tax return.
- Training will be January 14-16, 2024 lunch is provided.

Contact Ada Salgado at (520) 562-9552 or Laura Ryan (520) 562-9563 for details

**Your assistance is greatly appreciated!!**



GILA RIVER INDIAN COMMUNITY  
OFFICE OF THE TREASURER  
Internal Audit Department


Revenue/Internal Audit  
525 W. Gu u Ki  
Post Office Box 326  
Sacaton, Arizona 85147  
520-562-9550  
Fax: 520-562-9559




Gaming Internal Audit  
5350 North 48th Street, Suite 220  
Chandler, Arizona 85226  
520-796-2218  
Fax: 520-796-2213

## Memorandum

**To:** Stephen R. Lewis, Governor  
Executive Office

**From:** Dena Thomas, Audit Director 

**Thru:** Gary Mix, Community Treasurer 

**Date:** October 14, 2024

**Subject:** Request for Concurrence – GRIC VITA Volunteer Administrative Leave

---

It is that time of the year! The Internal Audit Department will be providing the free, electronic filing of income taxes through the GRIC VITA Program. We continue to exceed the number of tax returns submitted each year and obtained \$ 4.2 million for refunds at the end of the tax season for 2024.

This service is sometimes challenging for auditors due to the obligated hours taken from their assigned audits. Although the auditors have less time with audits, they are still required to complete audits. With your concurrence, we would like to reach out to GRIC Departments to recruit employees to volunteer and we graciously ask your concurrence to provide VITA volunteers twenty (20) hours of administrative leave per pay period from February 10, 2025 to April 15, 2025. In addition, we request the three-day training hosted by the IRS Inter-Tribal Specialist, Michelle Risk be included for volunteers to be certified to file taxes. The VITA training tentative dates is January 14, 2025 through January 16, 2025 in the Governance Center HR Conference Room. This will provide volunteers the ability to ask questions and take the test to be IRS certified.

Your concurrence is greatly appreciated. Should you have questions, please contact me at (520) 562-9561. Thank you in advance for your consideration.



Concur

Do Not Concur

  
Governor Stephen R. Lewis