



## Office of the District of Columbia Auditor

December 28, 2011

Dear ANC Treasurer :

It is that time of year again! All Advisory Neighborhood Commissions (ANC) must file with the Office of the District of Columbia Auditor information required by the Advisory Neighborhood Commissions Act of 1975, as amended<sup>1</sup>. With this letter, I am sending your ANC forms that must be completed and returned to the Office of the District of Columbia Auditor by **Tuesday, January 31, 2012**. All enclosed forms are also available on the Auditor's website: [www.dcauditor.org](http://www.dcauditor.org). The enclosed forms need the immediate attention of the Commission as a whole and the specific attention of the Commission's Treasurer, Secretary and Chairperson. The enclosed forms include:

1. a resolution that must be approved by the Commission, and signed by the treasurer, secretary and chair if your ANC plans to participate in the Advisory Neighborhood Commission Security Fund (ANC Security Fund).<sup>2</sup> The ANC Security Fund covers certain losses incurred by an ANC as a result of the misappropriation or negligent loss of funds by the Commission's Treasurer or Chairperson. The participation fee is \$25;
2. an ANC Security Fund Agreement, which must be completed signed and filed with the Office of the District of Columbia Auditor along with the required \$25 fee to activate participation for in the ANC Security Fund;
3. copies of the "Statement of Information" form which must be completed and signed by the ANC's Treasurer and Chairperson and filed with the Office of the District of Columbia Auditor , and
4. a bank survey form that must include: (a) all relevant information concerning the bank with which your ANC maintains its checking account and savings account, if applicable; (b) a listing of the ANC's officers for calendar year 2012; (c) a listing of the Commissioners on the bank signature card for calendar year 2012; and (d) a copy of the bank signature card. All accounts, checks and signature cards must contain the "District of Columbia Government" as part of the record. Please take this time to ensure your account records are correct.

<sup>1</sup> See Advisory Neighborhood Commissions Act of 1975 (effective October 10, 1975, D.C. Law 1-21), as amended by the Comprehensive Advisory Neighborhood Commissions Reform Amendment Act of 2000, (effective June 27, 2000, D.C. Law 13-135), D.C. Code § 1-309.01 *et seq.*

<sup>2</sup> See D.C. Code § 1-309.14 which establishes the Advisory Neighborhood Commission Security Fund and participation requirements.

The Resolution, ANC Security Fund Agreement, Statement of Information for the Chairperson and the Treasurer, the Bank Survey form, and a copy of the ANC's signature card on file with the bank are due in the Office of the District of Columbia Auditor **not later than Tuesday, January 31, 2012**. Please be aware that the ANC law requires that all ANC Chairpersons and Treasurers must obtain a cash or surety bond or the ANC must participate in the ANC Security Fund each calendar year.<sup>3</sup> Please make checks for the \$25 fee payable to the ANC Security Fund.

During the month of January only, which is a period of transition, disbursements for ongoing operating expenses that have been approved by the ANC are the only checks that may be written on the ANC's account prior to the ANC obtaining a cash or surety bond or filing the necessary forms and fee with the Office of the District of Columbia Auditor to participate in the Fund. Please also note that "the ANC Act provides that checks for expenditures must be signed by two officers, one of whom must be the Treasurer or Chairperson who have met the bonding requirements. Following the short period after an election in which the newly elected officers, who have begun their terms are satisfying the above requirements for signing checks, the outgoing officers do not retain authority to sign checks as they no longer hold office and cannot satisfy the requirements under the ANC Act."<sup>4</sup> I have enclosed, for your reference, a copy of the legal advice letter from the District of Columbia, Office of the Attorney General (OAG) regarding this matter.

Checks for expenditures written after January 31, 2012, during a period when a newly elected Chairperson or Treasurer are not covered by a cash or surety bond or the ANC is not a participant in the ANC Security Fund, will result in the deduction of such expenditures from the ANC's future quarterly allotments.

Should you have any questions or require assistance in understanding the financial reporting requirements and the completion of these forms, please contact Mr. Lawrence Perry, Deputy Auditor, on (202) 727-3600.

Sincerely,

\signed\

Yolanda Branche  
District of Columbia Auditor

Enclosures

cc: Chairperson (letter only)

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<sup>3</sup> See D.C. Code § 1-309-13 which states in part: "The Treasurer and Chairperson shall file with the Auditor and maintain in force . . . a cash or surety bond in an amount and on a form satisfactory to the Auditor. Participation by a Commission in the Advisory Neighborhood Commission Security Fund established by § 1-309.14 shall satisfy the requirement of a cash or surety bond."

<sup>4</sup> See attached legal advice letter from OAG, RE: May an outgoing officer continue to sign checks following the annual election of officers?, dated March 15, 2010.

**Advisory Neighborhood Commission Security Fund  
AGREEMENT FOR CALENDAR YEAR 2012**

In order to comply with the requirements of the D.C. Code, Section 1-309.13 of the Advisory Neighborhood Commissions Act of 1975, as amended, the undersigned Advisory Neighborhood Commission agrees to participate in the Advisory Neighborhood Commission Security Fund.

Advisory Neighborhood Commission (ANC) \_\_\_\_\_ agrees to contribute the sum of twenty five dollars (\$25), to participate in the Fund for the period January 1, 2012 to December 31, 2012.

The Fund shall secure the ANC against misappropriation and negligent losses of funds by the Chairperson and Treasurer of the ANC for unpaid operating expenses that do not exceed the amount of the loss or do not exceed 50 percent of the ANC's Fiscal Year 2011 annual allocation , whichever is less. The Fund, however, shall not be liable for any loss resulting from an expenditure, whether or not legal, that was authorized by vote of the ANC.

Monies from the Fund shall be payable to the ANC only upon written application to the Fund signed by a majority of the members of the ANC and approved by the ANC Security Fund Board of Trustees.

This agreement shall be subject to the guidelines established by the Fund's Board of Trustees.

ADVISORY NEIGHBORHOOD COMMISSION \_\_\_\_\_

By \_\_\_\_\_  
Chairperson Date

\_\_\_\_\_  
Secretary Date

\_\_\_\_\_, Chairperson and \_\_\_\_\_, Treasurer, of the above ANC consent to participation in the Advisory Neighborhood Commission Security Fund and agree to be personally liable to the Fund for any sums paid out by the Fund as a result of my wrongful misappropriation or negligent loss of ANC monies.

\_\_\_\_\_  
Chairperson Date

\_\_\_\_\_  
Treasurer Date

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ACCEPTED:  
\_\_\_\_\_, 2012

ADVISORY NEIGHBORHOOD COMMISSION SECURITY FUND  
By \_\_\_\_\_  
Yolanda Branche  
District of Columbia Auditor

**RESOLUTION**

**Advisory Neighborhood Commission \_\_\_\_\_**

Resolved that this Commission approves the ANC's participation in the Advisory Neighborhood Commission Security Fund and authorizes the Treasurer to pay the \$25 fee for the period January 1, 2012 through December 31, 2012. The Chairperson and Secretary are authorized to execute the attached agreement.

It is understood that: (1) the check for participation in the ANC Security Fund should be made payable to "ANC Security Fund," (2) the ANC is not considered a participant in the Fund until the ANC has received the acceptance section of the agreement which has been signed by the District of Columbia Auditor, and (3) the agreement will not be accepted by the Auditor until all required documents have been received by the Office of the Auditor. The required documents are:

- Resolution
- Agreement
- ANC Check
- Statement of Information - Chairperson
- Statement of Information - Treasurer
- Bank Survey
- Copy of Current Bank Signature Card

Resolution approved at public meeting held on: \_\_\_\_\_

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**Treasurer**

**Chairperson**

**Secretary**

**MEMORANDUM**  
**Statement of Information - Chairperson**  
**Calendar Year 2012**

TO: Yolanda Branche  
District of Columbia Auditor

FROM: Advisory Neighborhood Commission \_\_\_\_\_

ANC address: \_\_\_\_\_  
\_\_\_\_\_

ANC telephone number: \_\_\_\_\_

The following information is submitted as of \_\_\_\_\_

NAME OF TREASURER \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

BUSINESS ADDRESS (if any) \_\_\_\_\_  
\_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

BUSINESS TELEPHONE NUMBER (if any) \_\_\_\_\_

E:MAIL ADDRESS (if any) \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairperson

Mail to: Yolanda Branche  
District of Columbia Auditor  
Office of the District of Columbia Auditor  
717 14<sup>th</sup> Street, N.W., Suite 900  
Washington, D.C. 20005

**MEMORANDUM**  
**Statement of Information - Treasurer**  
**Calendar Year 2012**

TO: Yolanda Branche  
District of Columbia Auditor

FROM: Advisory Neighborhood Commission \_\_\_\_\_

ANC address: \_\_\_\_\_  
\_\_\_\_\_

ANC telephone number: \_\_\_\_\_

The following information is submitted as of \_\_\_\_\_

NAME OF TREASURER \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

BUSINESS ADDRESS (if any) \_\_\_\_\_  
\_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

BUSINESS TELEPHONE NUMBER (if any) \_\_\_\_\_

E:MAIL ADDRESS (if any) \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Treasurer

Mail to: Yolanda Branche  
District of Columbia Auditor  
Office of the District of Columbia Auditor  
717 14<sup>th</sup> Street, N.W., Suite 900  
Washington, D.C. 20005

**Office of the District of Columbia Auditor**  
Advisory Neighborhood Commission  
Bank Survey

ANC \_\_\_\_\_

Calendar Year 2012

ANC's Bank Name:

ANC's Bank Contact Person:

ANC's Bank Contact Person's Phone # :

ANC's Bank Mailing Address:

City/State/Zip Code: \_

ANC's Bank Account Number:

A. Checking Account Number:

B. Savings Account Number:

ANC's D.C. Tax I.D. #:

ANC's Mailing Address:

City/State/Zip Code

ANC's Phone # :

ANC's E:mail address:

ANC Chairperson:

ANC Vice-Chairperson:

ANC Treasurer:

ANC Secretary:

Please list all officers who are signatories on the ANC's bank signature card for calendar year 2012 **and provide a copy of the bank signature card.**

Calendar Year 2012 Bank Signatories

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_