

December 22, 2016

Dear ANC Commissioners:

With the recent election of ANC Commissioners completed and the annual election of ANC officers quickly approaching, the Office of the District of Columbia Auditor (Auditor) recommends that each ANC establish a transition plan for the ANC's financial records and government property.

Below is a list of transition guidelines to assist you.

If a current officer or Commissioner was not re-elected, the outgoing officer/Commissioner should take the following actions, no later than **December 31, 2016**:

- Instruct the treasurer to ensure the QRA is complete for FY 2016 (October 1, 2015-September 30, 2016) and 1st Quarter FY 2017 (October 1 – December 31, 2016).
- Turn over all ANC financial documentation in his/her possession to a current officer who was re-elected or to a Commissioner who was re-elected.
- Turn over all ANC-issued equipment (e.g. cell phones, laptops, computers, etc.) to a current officer who was re-elected or to a Commissioner that was re-elected.
- Sign a transition checklist (example attached) or a statement that indicates the financial records and/or equipment were turned over, along with a signature from the recipient of the financial records and/or equipment.

If a current officer was re-elected as a Commissioner, s/he should retain the financial records in her/his possession until the election of new officers in January 2017, when they should be turned over to the new officer(s).

No checkbook or financial records should remain with any Treasurer or Chairperson not re-elected as a Commissioner after December 31, 2016. Please note that no Commissioner may write checks during the vacancy of the office of the Treasurer. If the Treasurer of the ANC was not re-elected, no checks can be written after COB December 31, 2016, until a new Treasurer is elected in January 2017 and required ANC Security Fund participation documentation has been submitted to the Auditor.

Any officer not re-elected as a Commissioner who is unable to turn over ANC financial documentation or government equipment to a re-elected officer or Commissioner should contact our office at ANCOperations@dc.gov or 202-727-3600, or the Office of Advisory Neighborhood Commissions at 202-727-9945 to make arrangements for the transition of financial documents and/or equipment.

Please do not hesitate to contact my office if you have any questions, comments or concerns.

Sincerely yours,



Kathleen Patterson
District of Columbia Auditor

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ANC TRANSITION CHECKLIST

ANC SMD

Date

Commissioner's Name

Office (Chair, Treasurer, etc.)

Email

Phone Number

Check item(s) being turned in:

- ANC Checkbook and/or Bank Statements. Please specify: _____
 - ANC Financial Records. Please specify: _____
 - ANC Office Key
 - Laptop, Tablet, other electronic equipment. Please specify: _____
-
- Cellphone
 - Meeting Minutes and Notices
 - Other _____
-

Commissioner's Signature (Outgoing)

Date

Commissioner's Signature (Receiving)

Date