

## **Treasurer's Report for March 8, 2016 ANC 5D Monthly Meeting**

By Commissioner Keisha L Shropshire, Treasurer

- **TD Bank Account:** No transaction activity since Jan 13, 2015 (check #177 for \$25.00 reimbursement to Commissioner Kathy Henderson for food purchased on 12/09/2014)

Current Balance: \$65,378.52

- **Security Fund Update:**

- DC Office of the Auditor- still under review; pending final approval
- Here's summary of ANC 5D security fund application inquiries and activities:
  - Jan 15, 2016 – delivered all 2016 ANC 5D Commission Security Fund documents, including a check for \$25.00 to ODCA
  - Feb 9, 2016 – sent inquiry to ODCA re: status of ANC 5D Security Fund
  - Feb 10, 2016 – received email from Fredericka Shaw requesting two missing items from the Security Fund package (Resolution Form - approval date not included, and Bank Survey Form- did not list the bank POC and the bank verification was not signed and dated)
  - Feb 11, 2016- ANC 5D Officers visited TD Bank to sign new signature card and obtain information for Bank Survey Form for Security Fund.
  - Feb 18, 2016 – submitted revised documentation to ODCA as requested and told by Fredericka Shaw that the review should be completed no later than end of month (February 2016)
  - Feb 22, 2016 – received call from ODCA (Shaw/Daniels) requesting another check to be written for 2015 ANC 5D Security Fund since the check was written more than one year ago and it was never cashed due to account being frozen/inactive
  - Feb 26, 2016 – submitted check to ODCA for ANC 5D Commission Security Fund 2015; obtained old check written in 2015 and voided.
  - March 2, 2016 – requested update on status of ANC 5D Commission inactive bank account and security fund documents
  - March 6, 2016 – sent email inquiry to ODCA regarding status of ANC 5D Security Fund.
  - March 7, 2016 – called ODCA and spoke with Ms. Shaw regarding update on status of ANC 5D Security Fund; I was informed that it was still under review and pending final approval

- **T-Mobile Cell Phone Update:**

- Per our [Resolution to Add ANC 5D Treasurer as Authorized T-Mobile Account Contact](#) (effective 11/18/2015), I was added to the T-Mobile account on Jan 13, 2016 to “take such action as may be required to prevent accrual of additional fees charged to ANC 5D.”
- After being added to the account, I removed Commissioner Kathy Henderson and former Commissioner India Henderson as authorized T-Mobile account representatives

for ANC 5D Commission. In addition, I changed the mailing address to my home address, requested all 2015 billing statements, and requested 3-month service suspension on the account to: 1) allow time for delivery and review of previous cell phone usage/plans and 2) to permit time for fellow ANC 5D Commissioners to meet and discuss how best to move forward with the outstanding balance and determine whether we would like to have cell phone service in the future.

- T-Mobile informed me that it would take one month before address change could be effective and at that point, they could mail the last year's statements after Feb 13, 2016.
- During the one month waiting period, and on Feb 2, 2016, Commissioner Henderson contacted T-Mobile and changed the authorized representative to solely herself and requested that no additional authorized representative be added without contacting her and obtaining her approval. Commissioner Henderson also removed the suspended status from her cell phone, leaving all others cell phone service numbers suspended. This change presumably had the effect of incurring new unauthorized charges on the account.
- On March 2, I contacted T-Mobile to inquire about delivery of billing statements and was informed that I was no longer an authorized representative for the ANC 5D T-Mobile account and that the only person authorized on account was Commissioner Henderson. This is when I learned the changes had been made to the account by Commissioner Henderson and that there was one active phone (202) 386-8325.
- After much explanation, I was re-added to the account. I reinstated previous changes and secured the account with a password in order to prevent additional changes from occurring in the future without ANC 5D Commission's approval.
- **I would recommend that ANC 5D Commissioners add this as an agenda item for our next Committee of the Whole Meeting (proposed every 4<sup>th</sup> Tuesday of Month- March 22) to discuss the status of this account and devise a plan for moving forward.**