

Twinbrook Community Association

Treasurer's Annual Report

April 2019

Initial Executive Committee (EC) efforts in April and May of 2018 centered on rebuilding the financial records. We switched our checking account at United Bank to ensure online access and then printed out every statement and copies of every cancelled check from 2015, 2016, 2017 and 2018 to date. From that, we created a "look back" checking account ledger showing all deposits and checks for those years.

From that ledger, the EC was able to determine routine and repeated expenses and investigate their need. There were six major policy items decided that resulted from this effort:

1. The largest item was the \$800 yearly cost for the Chubb Liability insurance policy. After obtaining a copy of the policy, we discovered that over 90% of the claims paid for that type of policy regarded employee-related issues, typically termination. Since TCA has no employees, the EC determined that the policy was a poor fit for the organization. Further review with our agent showed little potential benefit, so the EC cancelled the policy and received a small refund.
2. The second standing expense was the PO Box at \$48.00 every six months. The EC decided to keep that box for continuity purposes and pay for a full year to avoid any additional temporary closures.
3. There were several charitable contributions over the past few years that the EC decided not to repeat.
4. There were several times over the past years that petty cash funds were used; the EC agreed not to repeat that practice and to issue checks at all times after valid receipts were supplied.
5. The EC agreed to keep the requirement for two signers on every check; we added a third signer to avoid the situation where an EC member was signing a check to themselves even with a cosigner.
6. At some point in the last seven years, there were two checking accounts in use – the EC agreed to avoid repeating that situation.

Concurrent with the rebuilding of the checking account records, the TCA Treasurer also undertook an extensive examination of the TCA's federal and state reporting requirements. The treasurer quickly filed outstanding items from calendar year 2017. We also set up the necessary accounts and passwords to file financial reports electronically, and filed the financial reports online for calendar year 2018. As TCA has no employees and no hard assets other than the checking account, the filings contain very little significant information. Their main importance is to keep us in good standing with both the State of Maryland and the federal government and safeguard TCA's tax-free status.