

## BROOKLAND-BUSH HILL CIVIC ASSOCIATION

# 2022 Financial Audit

## Background

An annual audit of the books and records of the Association's Treasurer is required in Article VI, Section 3 of the Brookland-Bush Hill Civic Association (BBHCA) Bylaws.<sup>1</sup> On February 22, 2023, the BBHCA Budget, Finance, and Audit Committee (Committee) conducted the audit of the 2022 books and records of the BBHCA Treasurer. The Committee consists of Sharon Swan and Clem Bezold. Also in attendance was Katie Mitchell, BBHCA Treasurer.

## Methodology

The Committee conducted the audit in the following manner:

- Reviewed all expenditures
- Confirmed required insurance policies in place
- Confirmed BBHCA 2021 taxes had been filed
- Reviewed money market statements
- Reviewed checking account statements for:
  - Consistency between deposit slips and statements
  - Invoices which matched checks or wire transfers
  - Bank fees
- Reviewed inventory of members' dues and donations with summary spreadsheet for accuracy
- Reviewed actual 2022 year end statement for consistency with reported expenses and revenues
- Reviewed membership dues
- Reviewed newsletter advertising rates

## Questions for Treasurer

- Does BBHCA do any electronic banking?
- Is BBHCA fee free at Burke and Herbert Bank because it holds a money market account there or because it is a civic association?
- What does Rose Hill Civic Association charge for the advertisements in its newsletter?

## Recommendations

The Committee made the following recommendations to the Treasurer as the result of the audit:

- Copy all checks received from members and advertisers
- Explore all available electronic banking options available at Burke and Herbert Bank; Treasurer to determine which to employ
- Explore alternative investment tool options for the funds currently in the money market account which will produce greater earnings; tool and amount invested to be at Treasurer's discretion
- Explore alternative means of collecting dues and donations; Treasurer to determine which to employ
- An increase in BBHCA membership dues is not necessary for the 2023 calendar year

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<sup>1</sup> [Constitution and Bylaws – Brookland-Bush Hill Civic Association \(bbhca.net\)](https://www.bbhca.net) (Revised November 15, 2005)

- Advertising rates for 2023 to be determined by Treasurer after a review of the Rose Hill Civic Association advertising rates and the development and execution of an advertising campaign for new advertisers

## Addendum

The Committee made the following determinations and recommendations for the Officers and Executive Committee:

- Expenditures directly related to the business of BBHCA (e.g., newsletters, insurance) may be incurred prior the second community meeting of the year when that year's budget is adopted.
- Community meetings should be held quarterly on a predetermined and advertised schedule
- Newsletters should be produced and mailed on a quarterly basis to be received no later than two weeks prior to community meeting
- Actively recruit volunteers to help write articles and produce newsletter to ensure quarterly publication and expand content
- Attempts to recruit BBHCA volunteer and members should be included in the newsletter, in addition to being announced at community meetings
- Explore less expensive options to produce newsletter including, but not limited to, emailing the newsletter to members with email addresses and hand delivering hard copies to residents without email addresses