

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
 1350 Pennsylvania Avenue, NW
 Suite 11
 Washington, DC 20004
 (202) 727-9945

Memo

To: Angelique Rice, Associate Chief Financial Officer, OFRM

From: Kent Boese, Executive Director

Date: September 26, 2023

Re: Restore ANC 1A Q4 FY23 Allotment

In accordance with D.C. Code, Section 1-309.13, the Office of the Advisory Neighborhood Commissions (OANC) recommended withholding ANC 1A’s 4th quarter FY23 allotment of \$6,558.69 because the ANC did not provide the minutes or documentation for check 1566.

Subsequently, the ANC provided the minutes for 2Q23 and a copy of a voided check 1566. Therefore, the **OANC recommends restoring the 4th quarter 2023 allotment of \$6,558.69.**

4 th Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$6,558.69		<p>The ANC did not submit the January, February, and March 2023 Minutes.</p> <p>According to DC Code 1-309.13 (j) (1) ...Each quarterly report shall include...the minutes of all meetings indicating the Commission’s approval of disbursements during the period covered by the quarterly report...</p> <p>CORRECTIVE ACTION: The ANC provided the 2Q23 minutes.</p>	\$6,558.69
		<p>The ANC did not submit invoices for checks 1566, 1568, 1570 and debit card transactions on 03/02/2023 and 03/20/2023.</p> <p>According to DC Code 1-309.13 (j) (1) ... Each quarterly report shall include copies of canceled checks, bank statements, grant request letters and grant disbursements, invoices, and receipts, executed contracts, details about all contributions received during the period covered by the quarterly report, the minutes of all meetings indicating the Commission’s</p>	

		<p>approval of disbursements during the period covered by the quarterly report.</p> <p>CORRECTIVE ACTION: The ANC provided permissible documentation for the checks and debit card transactions.</p>	
		<p>Data missing from the check register.</p> <p>The QFR Worksheet does not include data for check 1566.</p> <p>CORRECTIVE ACTION: The ANC provided the information to update the check register.</p>	
		<p>The ANC must submit a voided or canceled check 1566.</p> <p>According to DC Code 1-309.13 (j) (1) ...Each quarterly report shall include copies of canceled checks.</p> <p>CORRECTIVE ACTION: The ANC provided the voided check.</p>	

By restoring this allotment, the ANC has \$0.00 remaining from the annual allotment of \$28,705.14.

cc: Commissioner James Turner (1A09), Treasurer
Commissioner Dieter Lehman (1A02), Chairperson