

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: June 30, 2023

Re: Q3 FY23 1B Allotment

In accordance with D.C. Code, Section 1-309.13, the Office of the Advisory Neighborhood Commissions (OANC) reviewed the 1st quarter FY23 financial report for ANC 1B.

The OANC recommends withholding \$1,000.00 from ANC 1B's 3rd quarter FY 2023 allotment of \$6,011.01 based on our findings, as indicated below. **The ANC is therefore entitled to receive \$5,011.01 from the 3rd quarter allotment.**

The ANC must correct these findings by Tuesday, September 5, 2023, to reinstate any portion of the allotment.

3rd Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$6,011.01	\$1,000.00	<p>The ANC issued check 2057, Common Good City Farm, \$1,00.00, as a sponsorship. More documentation is needed to meet the requirements as a permissible expense.</p> <p>Pursuant to DC Code Section 1-309.13 (l) (1) mandate, grant funds must be used for public purposes. A public purpose shall be a purpose that benefits the community as a whole and is not done for the primary purpose of benefitting a private entity.</p> <p>The ANC provided receipts for several purchases of more than \$1,000.00. The ANC must provide minutes outlining the purpose of the expenditure, a sponsorship agreement, and/or event collateral that demonstrates its role in this project.</p>	\$5,011.01
		<p>The ANC assigned the incorrect category code to the expense paid with check 2057, Common Good City Farm, \$1,000.00.</p>	

		<p>The expense is assigned with category code 9 (Miscellaneous) in the check register. The note on the canceled check identifies this expense as “Holiday Market.”</p> <p>The ANC must clarify if this expense is a sponsorship, a grant, or an activity of the ANC.</p>	
		<p>The ANC must submit the 1Q23 Minutes.</p> <p>Pursuant 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>The ANC submitted the minutes approving the quarterly reports. However, the Office of the District Auditor (ODCA) requires that ANC submit the minutes of all meetings held during the quarter.</p>	

With the release of this allotment, the ANC has \$8,011.00 remaining from the annual allotment of \$27,100.91.

cc: Commissioner Santiago Lakatos (1B04), Treasurer
Commissioner Sabel Harris (1B08), Chairperson