

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
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Washington, DC 20004
(202) 727-9945

Memo

To: Angelique Rice, Associate Chief Financial Officer, OFRM
From: Kent Boese, Executive Director
Date: July 10, 2024
Re: FY24 ANC1B Q3 Allotment

A handwritten signature in black ink, appearing to read "Kent Boese", written over the "From:" line of the memo header.

The Office of Advisory Neighborhood Commissions (OANC) reviewed 1B's 1st quarter FY 2024 financial report. The OANC has not received \$556.12 in invoices/receipts to support direct expenses paid with check 2068 to Common Good City for \$1,000.00. We also need the OANC Form 105 Direct Expenditure Form for this expenditure. The report and all supporting documentation are required by D.C. Official Code, Section 1-309.13 (j) (1).

Therefore, the OANC recommends releasing \$5,681.97 from the ANC's 3rd quarter FY 2024 allotment and withholding \$556.12 for violating the above-referenced code.

The code requires that: The treasurer of a Commission shall prepare a quarterly financial report on a form provided by the OANC. The financial report shall be presented to the Commission for its consideration at a Commission meeting within 45 days after the end of the quarter. A copy of the approved financial report, signed by the Chairperson, the secretary, and the treasurer, shall be filed, along with a record of the vote adopting the report, with the OANC within 15 days of approval. 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 time period covered by the quarterly report, the minutes of all meetings indicating the Commission's approval of disbursements during the time period covered by the quarterly report, and certification of the Commission's approval of the quarterly report signed by the Commission's Secretary.

The ANC may cure this violation by submitting the required documents before July 31, 2024.

After this allotment is released, \$12,321.33 will remain available for release following the OANC's receipt, review, and approval of the 2nd quarter FY24 report and documents required to support previous reports.

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