

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: August 31, 2023

Re: Q3 FY23 1C Allotment

Per D.C. Code, Section 1-309.13, the Office of the Advisory Neighborhood Commissions (OANC) initiated a review of the 1st quarter FY23 financial report for ANC 1C.

The OANC recommends withholding ANC 1C's 3rd quarter FY23 allotment of \$5,618.49 based on our findings, as indicated below.

The ANC must correct these findings by Friday, September 8, 2023, to reinstate any portion of the allotment.

3 rd Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$5,618.49	\$5,618.49	The ANC did not submit a signed QFR for the 1st quarter of fiscal year 2023 (October, November, December 2022). DC Code 1-309.13 (j) (1) mandates... 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.	\$0.00
		The ANC did not provide the required documents for the grant issued with check 4020, Social Good Fund, \$2,500.00. The OANC received a copy of the grant application.	

		DC Code 1-309.13 requires that grants require a grant close-out report, the minutes approving the grant, and receipts (with proof of purchase) for all items paid with grant funds.	
		<p>Supporting documentation is absent for checks 4017, 4018, 4019, and 4025.</p> <p>DC Code 1-309.13 (j)(1) requires that 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.</p>	

By withholding this allotment, the ANC has \$12,236.97 remaining from the annual allotment of \$23,108.06.

cc: Commissioner Barney Shapiro (1C08), Treasurer
Commissioner Peter Wood (1C03), Chairperson