

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: Q4 FY23 1C Allotment

Per D.C. Code, Section 1-309.13, the Office of the Advisory Neighborhood Commissions (OANC) initiated a review of the 2nd quarter FY23 financial report for ANC 1C.

The OANC recommends withholding ANC 1C's 4th 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.

4th Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$5,618.49	\$5,618.49	The ANC still needs to submit a signed QFR for the 2nd quarter of fiscal year 2023 (January, February, and March 2023). 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 needs to submit the minutes for this quarter. DC Code 1-309.13 (j) (1) requires the minutes of all meetings indicating the Commission's approval of disbursements during the period covered by the quarterly report.	

		<p>Supporting documentation needs to be present for checks 4026 – 4034, and 4036.</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>	
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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