

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: September 12, 2023  
 Re: Q4 FY23 2C Allotment

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

The OANC recommends withholding ANC 2C's 4th quarter FY23 allotment of \$2,188.47 based on our findings, as indicated below.

**The ANC must correct these findings by Friday, September 22, 2023, to reinstate any portion of the allotment.**

4th Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$2,188.47	\$2,188.47	<p><b>The ANC did not submit a signed QFR for the 2<sup>nd</sup> quarter of fiscal year 2023 (January, February, and March).</b></p> <p>DC Code 1-309.13 (j) (1) mandates...<i>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.</i></p>	\$0.00
		<p><b>The ANC has not submitted a spending plan (budget) for fiscal year 2023.</b></p>	
		<p><b>The ANC is not approved for the 2023 Security Fund.</b></p> <p>DC Code 1-309.13 (c ) mandates... <i>A Commission shall make no expenditure during a</i></p>	

		<p><i>vacancy in the office of treasurer or at any time when a current and accurate statement and bond or its equivalent are not on file with the Auditor.</i></p> <p>The Commission issued check 1093, Minute Services, \$500.00, 01/21/2023.</p>	
		<p><b>The ANC did not present minutes for 2Q23.</b></p> <p>The Official DC Code 1-309.13 (j)(1) mandates that... <i>the minutes of all meetings indicating the Commission's approval of disbursements during the period covered by the quarterly report.</i></p>	
		<p><b>The ANC did not present canceled checks for 2Q23.</b></p> <p>The Official DC Code 1-309.13 (j)(1) mandates that... <i>Each quarterly report shall include copies of canceled checks, bank statements, grant request letters and grant disbursements, invoices and receipts, executed contracts, and details about all contributions received during the period covered by the quarterly report.</i></p>	

By withholding this allotment, the ANC has \$4,376.94 remaining from the annual allotment of \$ 8,650.62.

cc: Commissioner Thomas Lee (2C03), Treasurer  
Commissioner Michael Shankle (2C01), Chairperson