

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: September 3, 2024

Re: FY 2024 Q4 2C Allotment

A handwritten signature in black ink, appearing to read "Kent Boese".

The Office of Advisory Neighborhood Commissions (OANC) received 2C's FY 2024 financial report; however, the approval date is not indicated on the report. The OANC needs a report with the approval date and the meeting minutes that approved the report. The ANC did not disburse any funds during the quarter. Therefore, invoices/receipts are not needed. The report and supporting documentation, which were due May 15, 2024, are required by D.C. Code, Section 1-309.13 (j) (1).

Therefore, the OANC recommends withholding ANC 2C's 4th quarter FY 2024 allotment of \$2,271.16 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 document(s) before September 9, 2024.

Since the 4th quarter FY 2024 allotment has not been released to ANC 2C, \$4,542.30 remains available for release in quarterly amounts following the OANC's receipt, review, and approval of the related financial reports.

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

