

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 10, 2024

Re: FY2024 Q4 3G Allotment

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

The Office of Advisory Neighborhood Commissions (OANC) received 3G's 2nd quarter FY 2024 financial report and the invoice/receipts. The OANC needs the minutes from the meeting approving the report and copies of canceled checks 1726 and 1727. The report and all supporting documentation, which were due May 15, 2024, are required by D.C. Official Code, Section 1-309.13 (j) (1).

Therefore, the OANC recommends withholding ANC 3G's 4th quarter FY 2024 allotment of \$4,834.77 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 September 16, 2024.

ANC 3G's FY 2024 available allotment balance is \$6,834.77 because \$2,000.00 withheld from the 3rd quarter allotment cannot be restored. The available funds will be released following the OANC's receipt, review, and approval of missing documentation related to the 1st quarter and 2nd quarter financial reports.

cc: Commissioner Zachary Ferguson (3G07), Treasurer
Commissioner Lisa Gore (3G01), Chairperson