

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: June 13, 2024

Re: FY2024 Q2 3D Allotment

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

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The Office of Advisory Neighborhood Commissions (OANC) received 3D's 4th quarter FY 2023 financial report. However, we have not received the canceled checks or the contracts, receipts/invoices for expenses during the quarter. The report and supporting documentation are required by D.C. Official Code, Section 1-309.13 (j) (1). It was due November 15, 2023.

**Therefore, the OANC recommends withholding ANC 3D's 2nd quarter FY 2024 allotment of \$4,472.56 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 July 31, 2024.**

Since the 2nd quarter FY 2024 allotment has not been released to ANC 3D, \$13,417.70 remains available for release in quarterly amounts following the OANC's receipt, review, and approval of the related financial reports.

cc: Commissioner Marilyn Norwalk (3D06), Treasurer  
Commissioner Tricia Duncan (3D02), Chairperson