

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
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Suite 11
Washington, DC 20004
(202) 727-9945

Memo

To: Angelique Rice, Associate Chief Financial Officer, OFRM

From: Kent Boese, Executive Director

Date: August 28, 2023

Re: Q4 FY23 3F 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 3F.

The OANC recommends the forfeiture of ANC 3F's 4th quarter FY23 allotment of \$3,982.49 based on our findings, as indicated below.

The ANC must correct these findings by Tuesday, September 5, 2023, to reinstate any portion of the allotment.

4 th Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$3,982.49	\$3,982.49	The ANC did not submit a signed QFR for the 2nd quarter of fiscal year 2023 (January, February, and March). 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 did not provide supporting documents (receipts/invoices) for the 2nd quarter of fiscal year 2023. DC Code 1-309.13 (j) (1) mandates...Each quarterly report shall include...invoices and receipts.	

		<p>The ANC did not provide minutes for the 2nd quarter of fiscal year 2023.</p> <p>DC Code 1-309.13 (j) (1) mandates...Each quarterly report shall include... the minutes of all meetings indicating the Commission’s approval of disbursements during the time period covered by the quarterly report.</p>	
	\$4,835.11	<p>The ANC engaged in financial transactions before receiving approval for the 2023 ANC Security Fund.</p> <p>The Office of the DC Auditor approved ANC 3F on May 02, 2023. The ANC wrote checks 4028 – 4041 totaling \$4,792.67. The ANC also initiated two debit card transactions on 04/19/2023 totaling \$42.44</p> <p>DC Code 1-309.13 (c) mandates... A Commission shall make no expenditure during a 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.</p>	\$0.00

With the forfeiture of this allotment (\$3,982.49) and withholding the expenses incurred when the ANC was not approved for the 2023 Security Fund (\$4,835.11), the total deduction for this quarter is \$8,817.60.

The OANC will deduct the balance of \$852.62 from the 1st quarter fiscal year 2024 allotment.

cc: Commissioner Mitchell Baer (3F03), Treasurer
Commissioner Claudette David (3F04), Chairperson