

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 28, 2023

Re: Restore 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 2<sup>nd</sup> quarter FY23 financial report.

Based on our findings, the OANC recommended withholding ANC 3F's 4<sup>th</sup> quarter FY23 allotment of \$3,982.49 because the ANC did not submit a signed QFR, minutes, or supporting documents for expenses paid during the quarter.

Subsequently, the ANC submitted a signed 2Q23 QFR, minutes, and supporting documents for this report. **Therefore, the OANC recommends restoring the 4Q23 allotment less \$4,385.11 in expenses that the ANC paid when it was not approved for the 2023 Security Fund.**

4 <sup>th</sup> Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$3,982.49		<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>  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.	\$3,982.49
		<b>The ANC did not provide supporting documents (receipts/invoices) for the 2<sup>nd</sup> quarter of fiscal year 2023.</b>	

		DC Code 1-309.13 (j) (1) mandates...Each quarterly report shall include...invoices and receipts.	
		<b>The ANC did not provide minutes for the 2<sup>nd</sup> quarter of fiscal year 2023.</b>  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.	
	\$4,835.11	<b>The ANC engaged in financial transactions before receiving approval for the 2023 ANC Security Fund.</b>  <b>The Office of the DC Auditor approved ANC 3F on May 02, 2023. Between January 2023 and April 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</b>  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.	\$0.00

By restoring the allotment of \$3,982.49 and reducing it by \$4,835.11 for noncompliance with the 2023 Security Fund, the OANC will recoup the balance of \$852.62 with the 1Q24 allotment.

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