

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, OEFPM  
From: Kent Boese, Executive Director  
Date: September 18, 2024  
Re: FY2024 Q3 4C Allotment

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

---

The Office of Advisory Neighborhood Commissions (OANC) has not received 4C's 1<sup>st</sup> quarter FY 2024 financial report, the minutes approving the report, or the required documents for a grant issued with check 1297. The report and supporting documentation, which were due February 15, 2024, are required by D.C. Code, Section 1-309.13 (j)(1).

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...*

Further, the ANC issued the grant check totaling \$2,000 in violation of DC Official Code 1-309.13 (2)(A)(i). The code states that *an expenditure made by check shall be signed by at least two officers of the Commission, one of whom shall be the treasurer or Chairperson.*

**Therefore, the OANC recommends withholding ANC 4C's \$4,635.24 3<sup>rd</sup> quarter FY 2024 allotment for violating the above-referenced codes.**

An additional \$7,575.52 will be withheld from future allotments to satisfy the carry-over amounts from the FY23 Q3, Q4, and FY24 Q1 violations. The ANC may cure these violations by providing the signed QFR, the minutes, and the requested grant documents before September 30, 2024. Submitting these documents will also prevent the OANC from confiscating the ANC's checkbook and debit card as advised in our FY2024 Q2 4C Allotment memo dated September 18, 2024.

cc: Commissioner Thomas Defranco (4C03), Treasurer  
Commissioner Karen Livingston (4C06), Chairperson