

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: August 27, 2024
Re: FY2024 Q3 4D Allotment

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

The Office of Advisory Neighborhood Commissions (OANC) received 4D's 1st quarter FY 2024 financial report and the minutes approving the QFR. The OANC still needs to receive the supporting documents for checks 2297, 2298, 2299, and 2300. Check 2299 was issued as a grant to Meaghan Spiller for \$3,500.00. The ANC must provide the grant application, the minutes approving the grant, the grant close-out report prepared by the grantee, and proof of payment for purchases made with grant funds. The report and all supporting documentation, which were due on February 15, 2024, are required by D.C. Official Code, Section 1-309.13 (j) (1).

Therefore, the OANC recommends releasing \$950.00 of ANC 4D's 3rd quarter FY 2024 allotment and withholding \$4,347.56 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 September 9, 2024.

After this partial allotment is released, 4D's FY 2024 allotment balance will be \$13,856.86.

cc: Commissioner Chrysanthe Courniotes (4D04), Treasurer
Commissioner Anthony Pirrotti (4D08), Chairperson