

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: December 17, 2024

Re: FY2025 Q2 8F Allotment

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

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The Office of Advisory Neighborhood Commissions (OANC) received 8F's 4<sup>th</sup> quarter FY 2024 financial report. We still need to obtain the meeting minutes approving the report and the invoices and receipts for debit card transactions 58 through 74. The report and all supporting documentation are required by D.C. Official Code, Section 1-309.13 (j) (1).

**Therefore, the OANC recommends withholding ANC 8F's 2<sup>nd</sup> quarter FY 2025 allotment of \$3,659.86 for violating the above-referenced code.**

The code requires, in part, that: *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 February 15, 2025.**

CC: Commissioner Nic Wilson (8F01), Treasurer  
Commissioner Edward Daniels (8F04), Chairperson