

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 3, 2024
Re: FY24 ANC6D Q4 Allotment

A handwritten signature in black ink that reads "Kent Boese".

The Office of Advisory Neighborhood Commissions (OANC) received 6D's 2nd quarter FY 2024 financial report and the minutes approving the report. We received some of the invoices/receipts but need to obtain other documents as described below. The report and all supporting documentation, which were due May 15, 2024, are required by D.C. Official Code, Section 1-309.13 (j) (1).

Therefore, the OANC recommends releasing \$2,364.86 of ANC6D's 4th quarter FY 2024 allotment and withholding \$3,099.38 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 OANC still needs to receive and review the following documents:

Check 1215 - Donna Purchase, \$1,045.00; Check 1216 - Verizon, \$121.08; Check 1219 - Donna Purchase, \$199.00; DB03 - iPage, \$526.22; and DB05 - Zoom, \$1,208.08.

The ANC may cure this violation by submitting the required documents before September 16, 2024.

After the partial release of 6D's 4th quarter FY 2024 allotment, \$3,099.38 will remain available for release following the OANC's receipt, review, and approval of the above-mentioned documents.

cc: Commissioner Ronald Collins (6D02), Treasurer
Commissioner Fredrica Kramer (6D07), Chairperson