

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 30, 2023

Re: Q4 FY23 7E Allotment

In accordance with D.C. Code, Section 1-309.13, the Office of the Advisory Neighborhood Commissions (OANC) reviewed the 2<sup>nd</sup> quarter FY23 financial report for ANC 7E.

The OANC recommends withholding ANC 7E's 4<sup>th</sup> quarter FY23 allotment of \$4,361.90 based on our findings, as indicated below.

**The ANC must provide the required documents by Friday, September 22, 2023, to reinstate any portion of the allotment.**

4 <sup>th</sup> Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$4,361.90	\$4,361.90	<b>The ANC did not provide a signed copy of the 2<sup>nd</sup> quarter fiscal year 2023 QFR.</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. 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.	\$0.00
		<b>The ANC did not provide supporting documentation for checks 4613, US Treasury, \$11.50, and 4614, Verizon Wireless, \$1,000.00.</b>	

		<p><b>The ANC provided copies of the checks submitted for payment. This is not permissible documentation. The OANC must receive the invoice and or statement.</b></p> <p>DC Code 1-309.13 (j) (1) mandates...Each quarterly report shall include copies of canceled checks, bank statements, grant request letters and grant disbursements, invoices and receipts, executed contracts, and details about all contributions received during the period covered by the quarterly report.</p>	
		<p><b>The ANC did not provide minutes for meetings held in January, February, and March 2023.</b></p> <p>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 period covered by the quarterly report and certification of the Commission’s approval of the quarterly report signed by the Commission’s Secretary.</p>	

By withholding the 4<sup>th</sup> quarter fiscal year 2023 allotment, the ANC has \$4,361.90 remaining from the annual allotment of \$18,360.18.

cc: Commissioner Karla Reid-Witt (7E01), Treasurer  
Commissioner Delia Houseal (7E06), Chairperson