

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, QFRM

From: Kent Boese, Executive Director

Date: September 30, 2023

Re: Restore 4Q 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.

Based on our findings, the OANC recommended withholding ANC 7E's 4<sup>th</sup> quarter FY23 allotment of \$4,361.90 because the ANC had not provided the signed report and the required supporting documents.

Subsequently, the ANC submitted the signed report and the required supporting documents. Therefore, **the OANC recommends the release of the 4Q23 allotment.**

4 <sup>th</sup> Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$4,361.90		<p><b>The ANC did not provide a signed copy of the 2<sup>nd</sup> quarter fiscal year 2023 QFR.</b></p> <p>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.</p> <p><b>CORRECTIVE ACTION: The ANC submitted the signed QFR.</b></p>	\$4,361.90

		<p><b>The ANC did not provide supporting documentation for checks 4613, US Treasury, \$11.50, and 4614, Verizon Wireless, \$1,000.00.</b></p> <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>CORRECTIVE ACTION: The ANC submitted the payment statements for these expenses.</b></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> <p><b>CORRECTIVE ACTION: The ANC submitted the 2Q23 minutes.</b></p>	

By restoring the 4Q23 allotment, the ANC has \$0.00 remaining from the annual allotment of \$18,360.18.

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