

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: September 10, 2024

Re: FY24 ANC7E Q2 Allotment

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

---

The Office of Advisory Neighborhood Commissions (OANC) reviewed ANC 7E's 4th quarter FY 2023 financial report. The report is considered incomplete due to the following missing documentation: the minutes approving the report and the receipt/invoice for check 4616 to DeAsia Deas for \$1,800.00. 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 7E's 2nd quarter FY 2024 allotment for \$4,526.68 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.*

**ANC 7E may cure this violation by submitting the minutes approving the report and the receipt for check 4616 before September 20, 2024.**

ANC 7E has \$13,580.06 available for release in quarterly allotment amounts following the OANC's receipt, review, and approval of the related financial reports and supporting documentation.

cc: Commissioner Karla Reid-Witt (7E01), Treasurer  
Commissioner Natasha Dupee (7E04), Chairperson