

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: FY2024 Q4 7E Allotment

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

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The Office of Advisory Neighborhood Commissions (OANC) has not received 7Es 2<sup>nd</sup> quarter FY 2024 financial report, the minutes approving the report, or the receipts/invoices for expenses during the quarter. The report and supporting documentation are required by D.C. Code, Section 1-309.13 (j) (1). It was due May 15, 2024.

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.*

**Therefore, the OANC recommends withholding 7E's entire 4<sup>th</sup> quarter allotment of \$4,526.70 for violating the above-referenced code, If the OANC receives the required documents before September 20, 2024, the ANC may receive a partial FY24 Q4 allotment.**

We also found that the ANC was not approved for the 2024 Security Fund. The DC Official Code 1-309.13 (c), prior to July 8, 2024, stated that: *No expenditure shall be made by a Commission during a vacancy in the office of treasurer or at any time when a current and accurate statement and bond or its equivalent are not on file with the Auditor.* The OANC must disallow \$9,550.88 in expenses that violate the D.C. Official Code 1-309.13 (c). **This deficiency may not be cured.**

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