

Government of the District of Columbia



Office of Advisory Neighborhood Commissions  
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Suite 11  
Washington, DC 20004  
(202) 727-9945

Memo

To: Angelique Rice, Associate Chief Financial Officer, OFRM

From: Kent Boese, Executive Director

Date: August 29, 2023

Re: Q4 FY23 7F 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 7F.

The OANC recommends withholding ANC 7F's 4<sup>th</sup> quarter FY23 allotment of \$5,082.33 plus \$14,461.73 in unsupported transactions based on our findings, as indicated below.

**The ANC must provide the required documents by Tuesday, September 5, 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 |
|--|------------------|---|-------------------|
| \$5,082.33                                       | \$5,082.33       | <b>The ANC did not provide a signed copy of the 4<sup>th</sup> quarter 2022 fiscal year QFR.</b><br><br>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            |
|  | \$14,461.73      | <b>The ANC did not provide supporting documentation for checks 713, 715 – 718 (totaling \$11,100.96) or for the debit card charges (totaling \$3,360.77) incurred during</b>  |                   |

|  |  |   |  |
|--|--|---|--|
|  |  | <p><b>the quarter.</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, details about all contributions received during the time 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 time period covered by the quarterly report, and certification of the Commission’s approval of the quarterly report signed by the Commission’s Secretary.</p> |  |

The ANC has \$12,091.59 remaining after the 3Q23 allotment is issued. The OANC recommends a total deduction of \$19,544.06 (\$5,082.33+\$14,461.73) from the 4Q23 allotment. This will leave a balance of \$7,452.47. The remaining balance will be deducted from 7F’s fiscal year 2024 allotments.

With these deductions, the ANC has \$0.00 remaining from the annual allotment of \$20,409.60.

- cc: Commissioner Shirley Thompson-Wright (7F07), Treasurer
- Commissioner Tyrell Holcomb (7F01), Chairperson