


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 30, 2023
Re: Restore Q4 FY23 7F Allotment

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

Based on our findings, the OANC recommended withholding ANC 7F's 4Q23 allotment of \$5,082.33.

Subsequently, the ANC submitted the signed 2Q23 QFR, the receipts/invoices, and the minutes approving the 2Q23 QFR. The OANC is disallowing the debit card expenditure of \$666.97 to Merchology because it is an impermissible use of ANC funds. **The OANC, therefore, recommends that the ANC receive \$4,415.36 from the 4Q23 allotment.**

4 th Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$5,082.33		<p>The ANC did not provide a signed copy of the 2nd quarter 2023 fiscal year QFR.</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>CORRECTIVE ACTION: The ANC submitted the 2Q23 QFR.</p>	\$5,082.33

	<p>\$666.97</p>	<p>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 the quarter.</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>CORRECTIVE ACTION NEEDED: The OANC must withhold \$4,359.96 from the 4Q23 allotment because we have not received permissible documentation for the following items:</p> <p>Check 713, T Mobile, \$999.19 DC (Debit Card), 03/08/2023, Merchology, \$666.97 DC, 03/10/2023, TMobile, \$947.55 DC, 03/22/2023, Zoom, \$15.89 DC, 03/23/2023, Staples, \$18.67 DC, 03/23/2023, Staples, \$1,552.55 DC, 03/27/2023, Staples, \$109.05 DC, 03/29/2023, Staples, \$50.09</p> <p>CORRECTIVE ACTION: The ANC provided the documents. However, the Merchology transaction, \$666.97 must be deducted because this is an impermissible expense.</p>	<p>\$4,415.36</p>
		<p>The ANC did not provide minutes for meetings held in January, February, and March 2023.</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>CORRECTIVE ACTION: The ANC received the April 2023 minutes approving the 2Q23 QFR.</p>	

With the revisions to the 4th quarter allotment, the ANC has \$693.92 remaining from the annual allotment of \$20,409.60.

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