

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

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

Date: July 03, 2024

Re: FY24 ANC7F Q4 Allotment

The Office of Advisory Neighborhood Commissions (OANC) has not received 7F's 2nd quarter FY 2024 financial report, the minutes approving the report, and the receipts/invoices for most of the expenses incurred during the quarter. The report and supporting documentation, which were due May 15, 2024, are required by D.C. Code, Section 1-309.13 (j) (1).

Further, the ANC was not approved for the 2024 Security Fund. Accordingly, the OANC must disallow \$12,311.05 for expenses incurred during the 2nd quarter FY 2024.

Therefore, the OANC recommends withholding \$5,274.35 from ANC7F's 4th quarter FY 2024 allotment 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.

The ANC may cure this violation by submitting the required documents (the 2024 Security Fund application, the minutes, and the invoices/receipts) before July 31, 2024.

By withholding this allotment, \$5,408.89 remains available for release. However, if this matter is not cured before the end of the fiscal year, the OANC will deduct an additional \$6,902.16 from the FY 2025 allotments to satisfy the violation.

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