

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: September 26, 2023
 Re: Restore Q4 FY23 8A Allotment

In accordance with D.C. Code, Section 1-309.13, the Office of the Advisory Neighborhood Commissions (OANC) recommended the forfeiture of ANC 8A’s 4th quarter FY23 allotment of \$4,570.48 because the ANC did not provide a signed 2Q23 QFR, minutes, and documents to approve the 2Q23 QFR.

Subsequently, the ANC provided the signed report, minutes, and documents to complete the review of the 2Q23 QFR. Therefore, the **OANC recommends restoring the 4th quarter 2023 allotment of \$4,570.48.**

4th Quarter FY 2023 Allotment Amount	Deduction Amount	Reason For Deduction	Amount to Release
\$4,570.48		<p>The ANC did not present a signed 2Q23 Quarterly Financial Report</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 signed 2Q23 QFR.</p>	\$4,570.48
		<p>The ANC did not present the January, February, and March 2023 meeting minutes.</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...</p> <p>CORRECTIVE ACTION: The ANC did not provide the minutes for 2Q23; however, the QFR was approved in June 2023. The ANC provided the June 2023 minutes approving the report.</p>	
		<p>The ANC did not present receipts or invoices for checks 1885, 1886, 1892, and 1894.</p> <p>DC Code 1-309.13 (j) (1) mandates...Each quarterly report shall include invoices and receipts.</p> <p>CORRECTIVE ACTION: The ANC submitted the supporting documentation for the checks listed.</p>	

By restoring this allotment, the ANC has \$0.00 remaining from the annual allotment of \$19,276.19.

cc: Commissioner LaVerne Glenn (8A01), Treasurer
Commissioner Jamila White (8A05), Chairperson