

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 2, 2024

Re: FY24 ANC8C Q2 Allotment

The Office of Advisory Neighborhood Commissions (OANC) reviewed 8C's 4th quarter FY 2023 financial report. Most documents were presented with the exception of two invoices for debit card purchases to Mailchimp (July 2023 for \$41.87 and August 2023 for \$41.87). The report and all supporting documentation are required by D.C. Official Code, Section 1-309.13 (j) (1).

Therefore, the OANC recommends that \$5,252.33 of ANC 8C's 2nd quarter FY 2024 allotment be released and \$83.74 be withheld due to missing documentation.

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 before July 31, 2024.

After the partial release of the 2nd quarter FY 2024 allotment, \$10,755.91 will remain available for release in quarterly amounts following the OANC's receipt, review, and approval of the related financial reports.

cc: Commissioner Georgette Johnson (8C01), Treasurer
Commissioner Salim Adofo (8C07), Chairperson